

**1983  
Organization  
Chart**

**City of  
Wichita,  
Kansas**

March 1983

## I N T R O D U C T I O N

The intention of the accompanying municipal organization charts is to portray the formal organizational governmental structure of the City of Wichita.

The summary chart portrays the relationship among the citizens, the Board of City Commissioners, the City Manager, and the various boards appointed by the Board of City Commissioners. The ensuing pages describe the organizational structure of the various administrative boards, and of the departments reporting directly to the City Manager. The detail charts are designed with the intention of outlining the salient characteristics of the boards and departments and the personnel involved in them and of their individual or group functions.

It should be remembered that this presentation is no more static than the program and goals of organizations are, and that it cannot include informal interdepartmental and intradepartmental lines of authority or responsibility.

The 1983 organization charts include only the personnel and programs for which funding is currently authorized during 1983. Positions funded by federal and state funds are normally indicated by an asterisk (\*), and the source of funding is indicated at the bottom of the page. Other symbols are used on certain pages to indicate unique funding arrangements or special situations associated with that entity.

The last page of this document contains a summary table by department and by administrative board of all the authorized positions shown on the various pages. The positions are further shown by funding source (i.e., locally funded positions and non-locally funded positions) and by full-time or part-time (limited) status.

The changing environment which exists within the City structure will naturally cause some of the attached charts to become obsolete or to require slight modifications during 1983 which then will be incorporated into next year's City of Wichita Organization Charts.

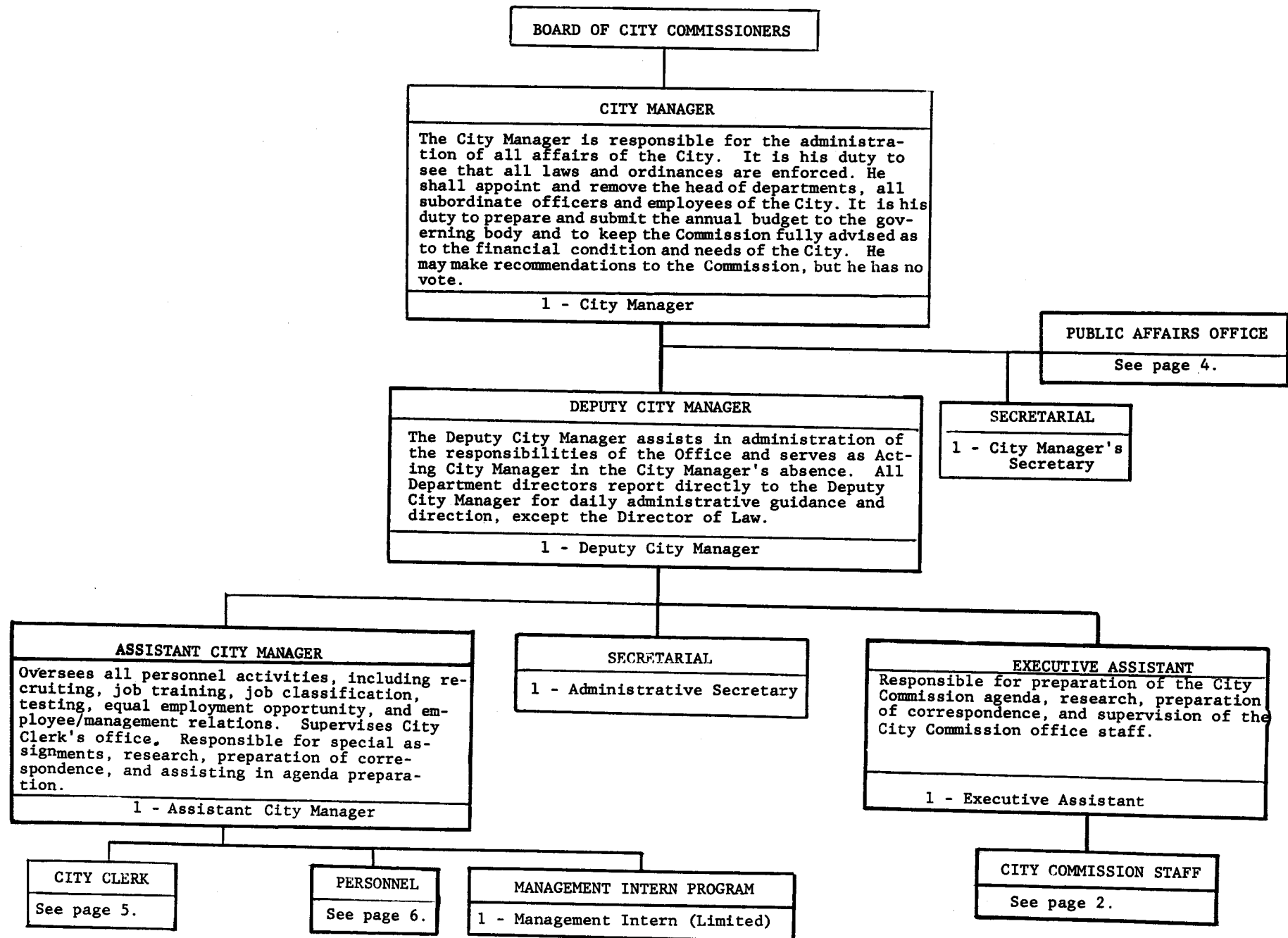
Budget and Management Division  
Department of Administration

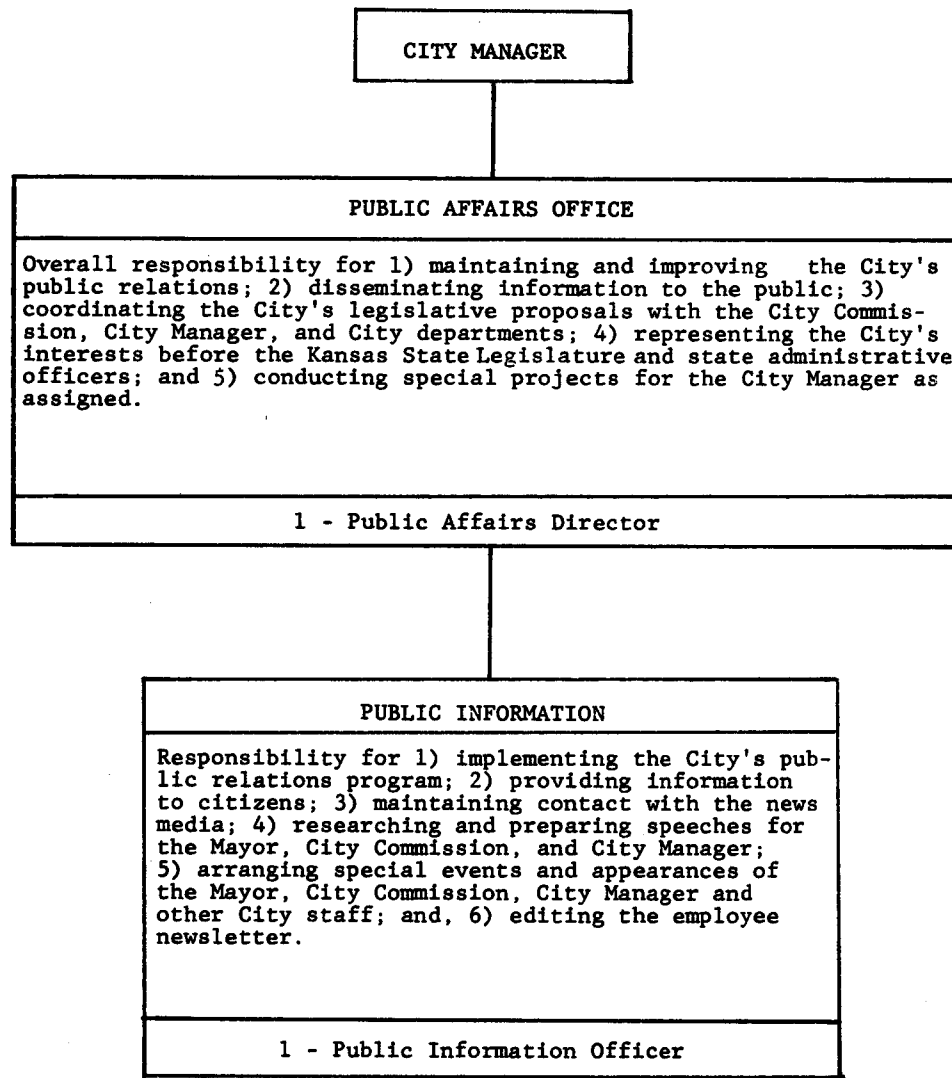


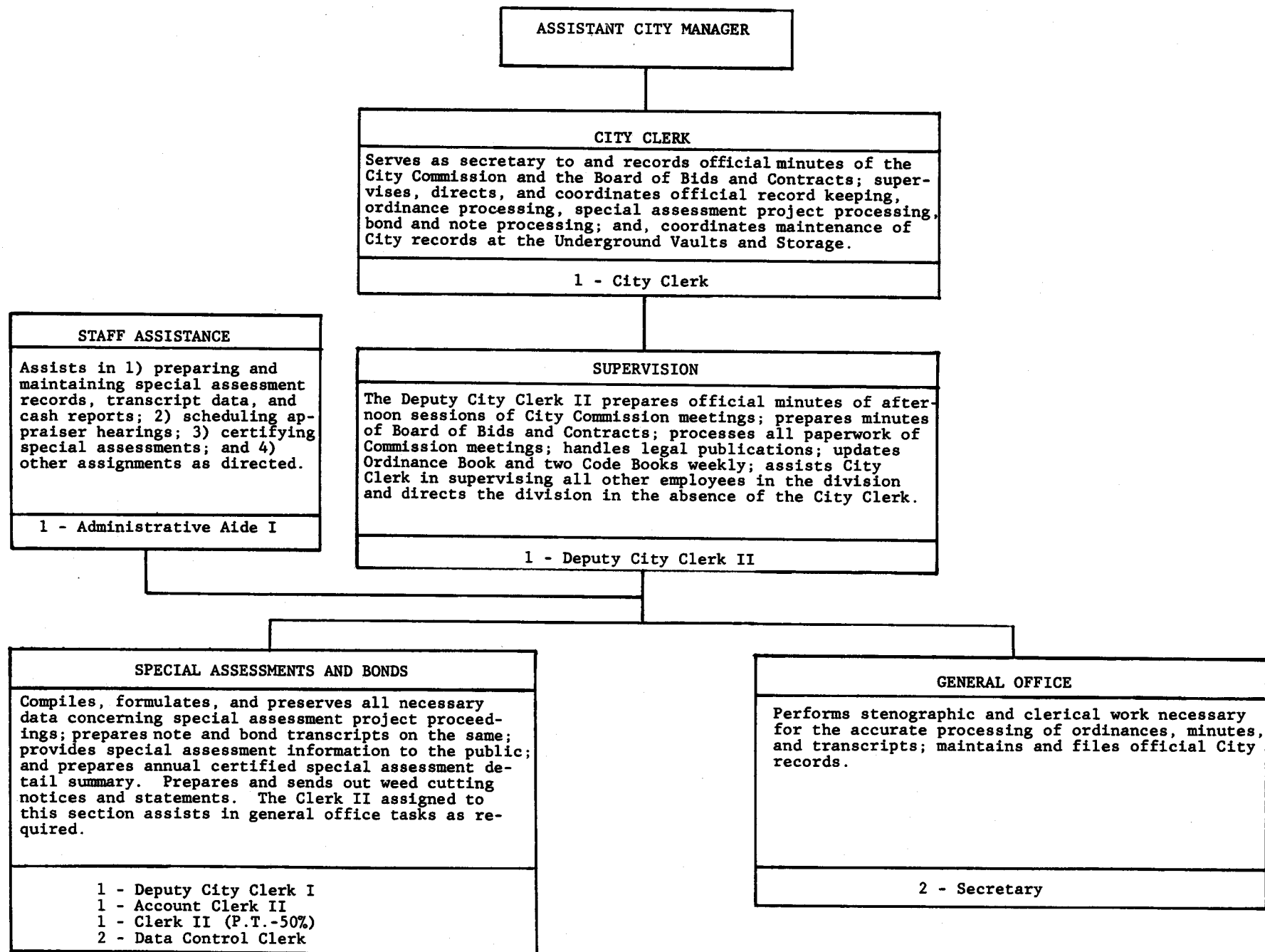
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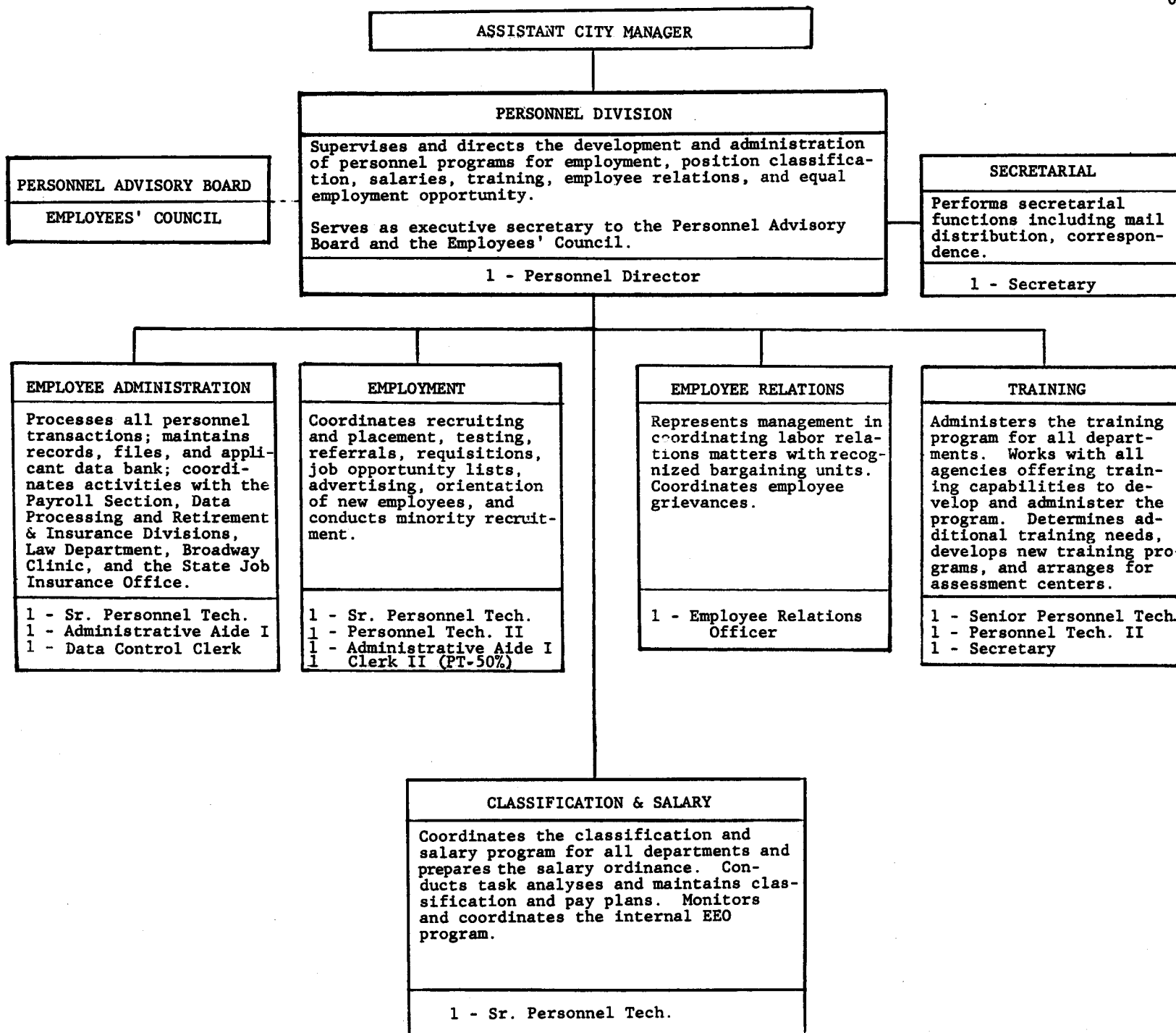
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## CITY MANAGER

## DEPARTMENT OF LAW

Direct and coordinate the legal affairs of the City of Wichita; provide legal counsel and legal services to the City Commission, City Manager and the departments, board, agencies, utilities and commissions of the City; direct and coordinate the drafting and approval of all ordinances, resolutions, contracts and other legal instruments; direct and coordinate the management of all litigation, claims for damages and civil rights complaints; provide legal assistance in labor relations, cable television matters and the City's legislative program; direct and coordinate management of Workers' Compensation claims, taxation, risk management and the DUI diversion program.

1 - Director Law and City Attorney

## ASSISTANT CITY ATTORNEY

Provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City; provide legal counsel and advice to the Police Department; represent the City and public officials in civil litigation; manage all civil litigation, claims for damages, civil rights complaints, condemnations, land purchases and District Court appeals of Municipal Court convictions; draft and approve all ordinances, resolutions, contracts and other legal instruments; provide legal assistance in labor relations, cable television matters and the City's legislative program; supervise and handle prosecution in Municipal Court; manage legal matters related to Workers' Compensation, taxation, and the DUI diversion program.

1 - First Attorney

5 - Attorney II

2 - Senior Attorney

3 - Attorney II (P.T.)

1 - Attorney III

## PROSECUTION

Manage prosecution of cases in Police and Traffic Courts and assist in District Court appeals; conduct general research; advise Police Department in the coordination of Municipal Court matters.

\*\*1 - Attorney I

1 - Attorney I

1 - Typist Clerk

\*\*KDOT

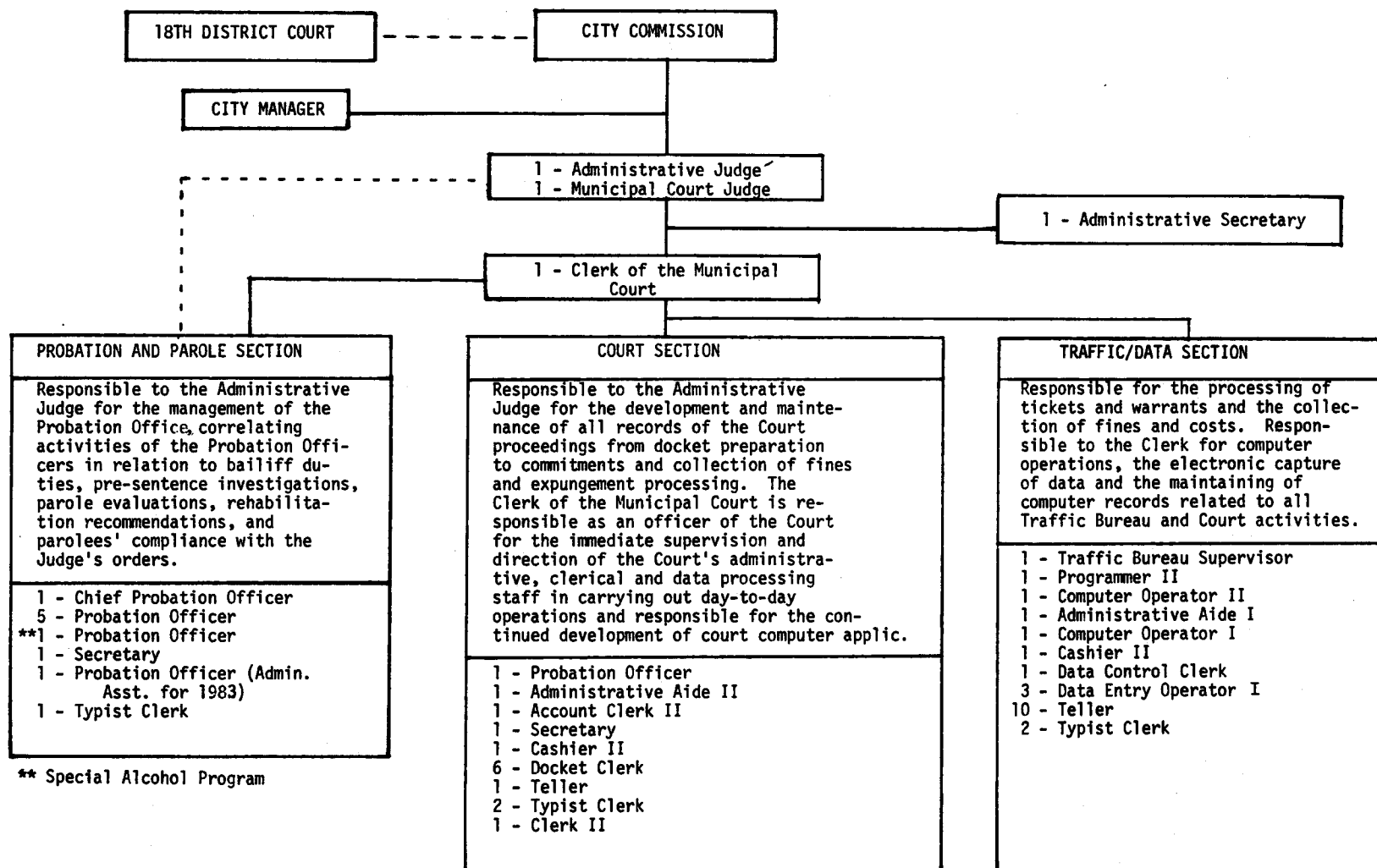
## SECRETARIAL

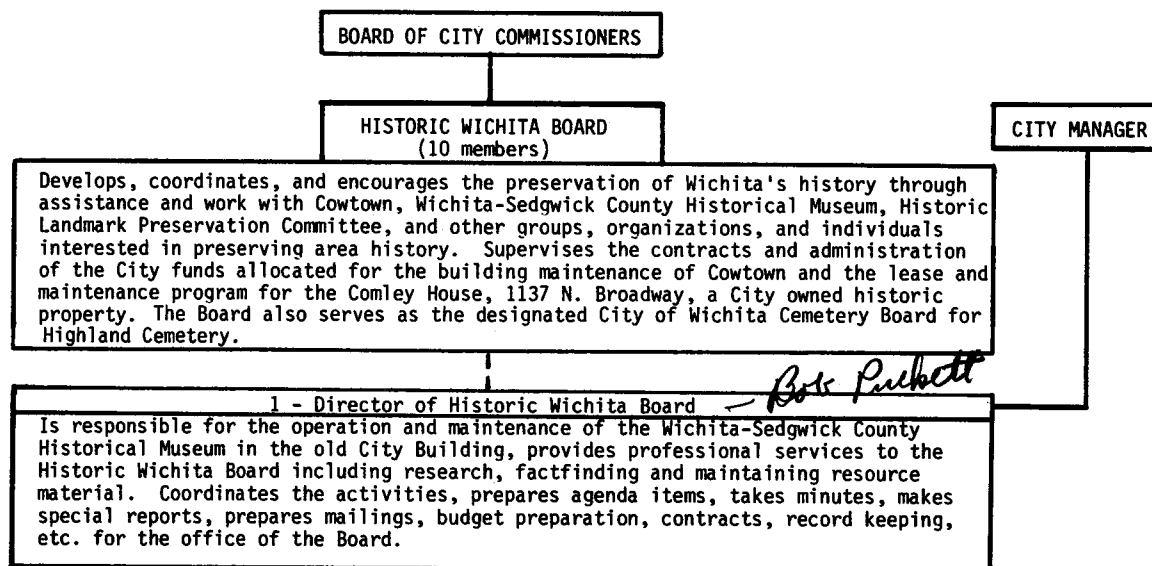
Type pleadings, legal briefs, legal documents and correspondence; maintain office files; manage office administrative matters; prepare and administer annual budget; carry out general office duties.

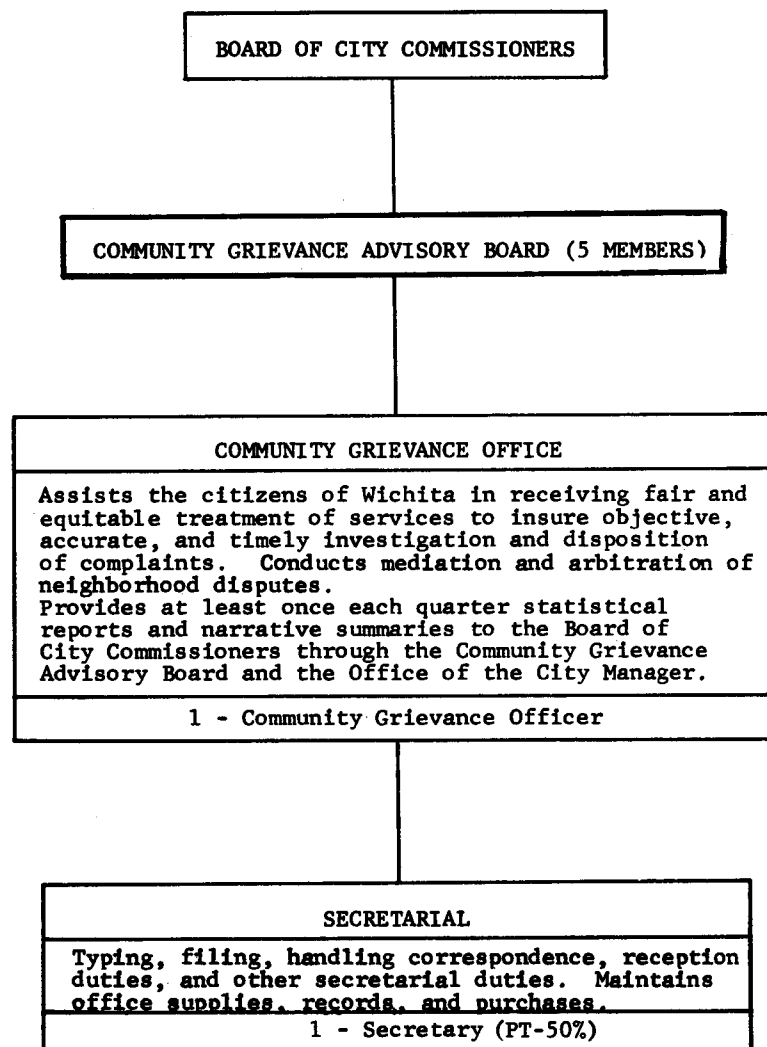
1 - Administrative Secretary

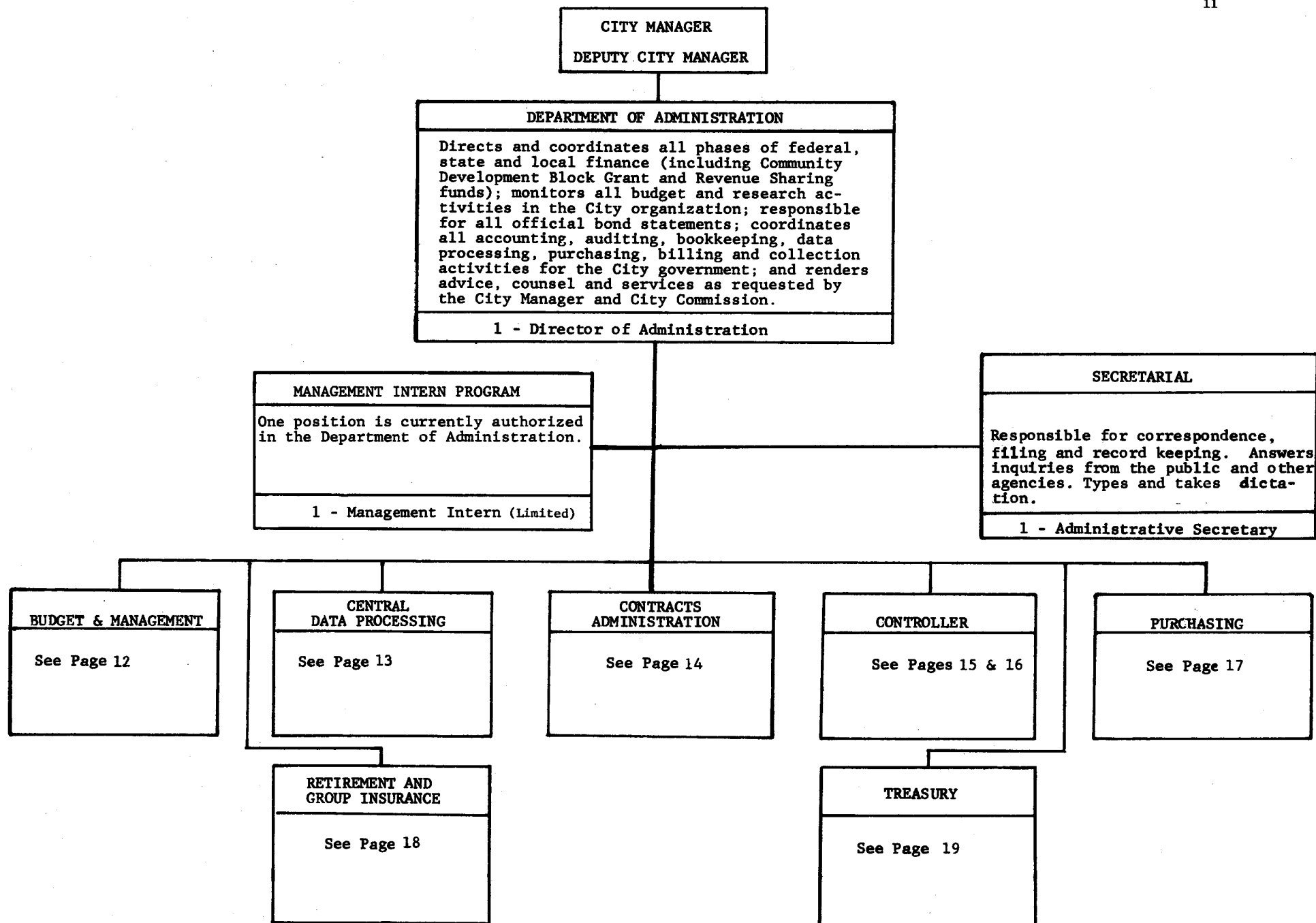
3 - Legal Secretary

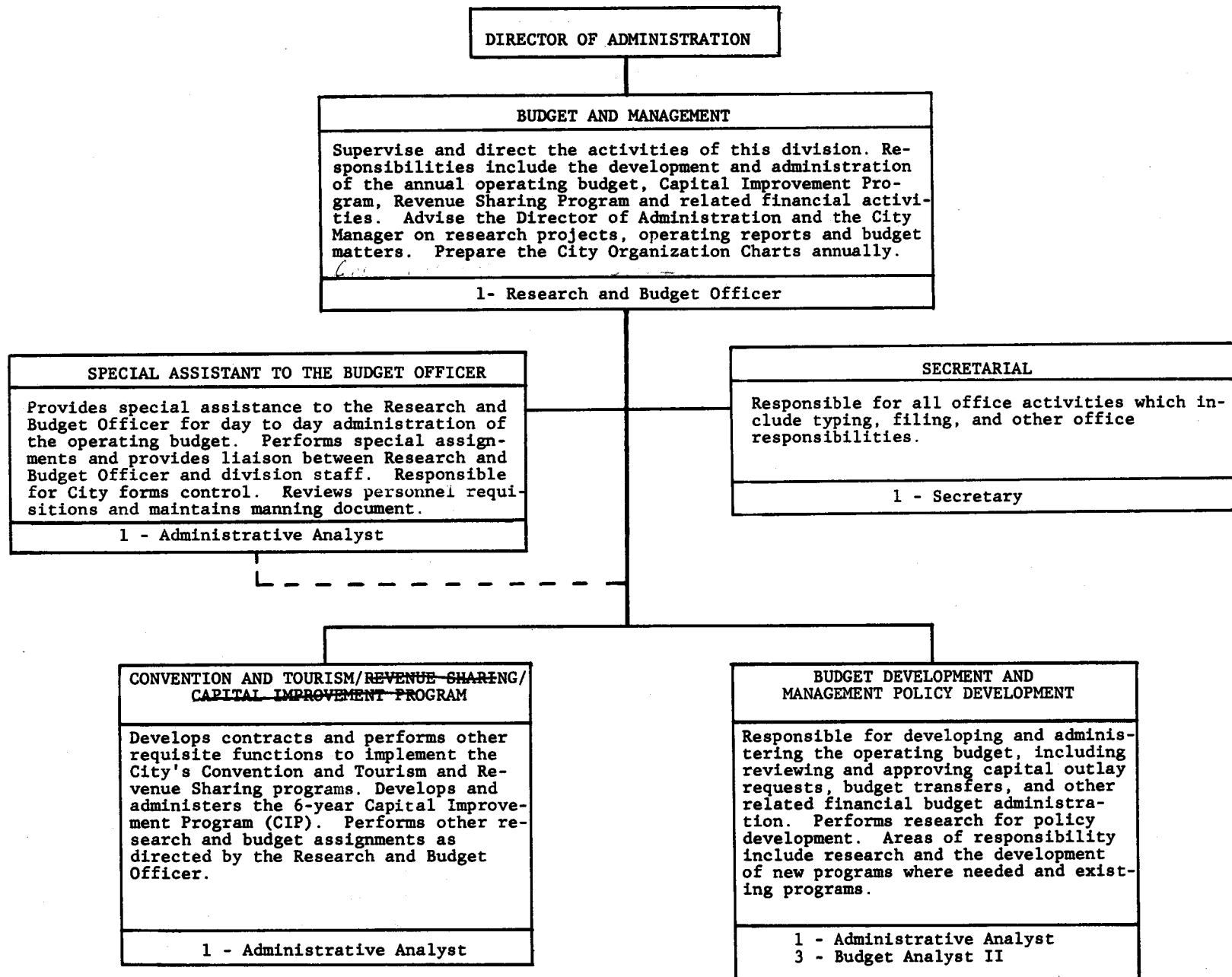
1 - Secretary

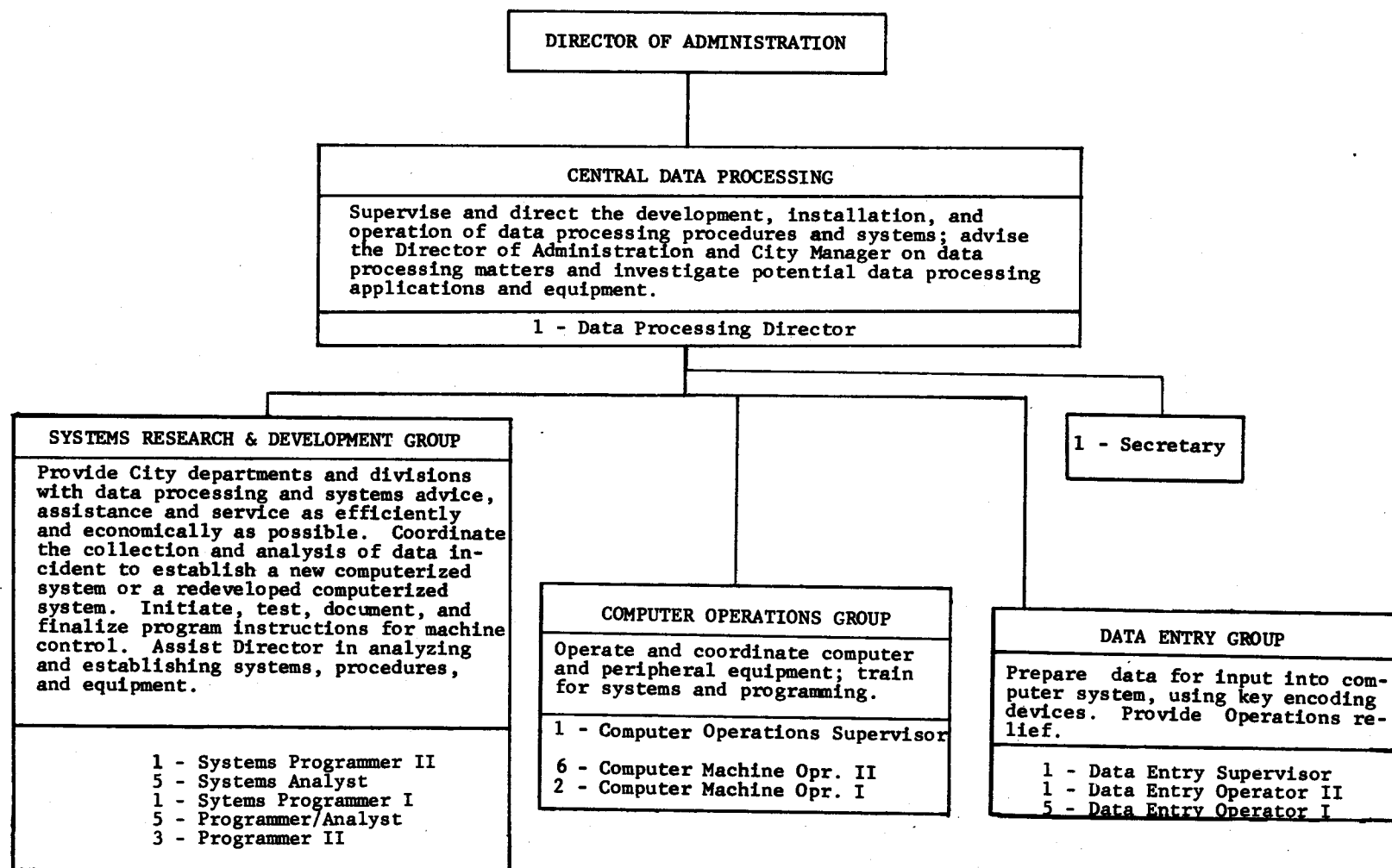












**DIRECTOR OF ADMINISTRATION**

**CONTRACTS ADMINISTRATION DIVISION**

Implement and administer all programs and projects developed and funded pursuant to the Housing and Community Development Act of 1974. Provide technical assistance to other divisions within the department regarding contractual arrangements. Monitor programs and activities at the federal level to insure maximum federal assistance to the City of Wichita. Coordinate with City departments and provide technical assistance regarding applications for federal assistance.

Maintain an inventory of real property owned by the City. Provide management services for properties scheduled for redevelopment by the private sector.

1 - Federal Aid Coordinator

**SECRETARIAL**

2 - Secretary

**LAND MANAGEMENT**

Provide acquisition and relocation services for real property purchases. Maintain an inventory of City-owned real property. Identify surplus City lands which are subject to disposition to the private sector. Maintain and manage the redevelopment land inventory which includes all real property identified for redevelopment. Provide technical assistance in real property transactions.

1 - Land Management Officer (Real Estate)  
2 - Land Management Analyst  
1 - Land Management Specialist  
1 - Maintenance Mechanic

**CONTRACTS ADMINISTRATION & PROGRAM EVALUATION**

Establish a systematic procedure for development, execution and administration of City contractual arrangements under the Community Development Block Grant program. Process contract changes as needed to assist in successful program operation. Monitor and evaluate project implementation on a continuing basis. Prepare periodic progress reports for the Board of City Commissioners. Maintain information and records on all CDBG projects. Provide assistance to the Federal Aid Coordinator on other federal programs.

1 - Contracts Analyst Supervisor  
2 - Contracts Analyst  
1 - Accountant I  
1 - Administrative Aide II

This division is funded through Community Development Block Grants.

CONTROLLER'S OFFICE

Direct the general accounting, internal control, and activities for the City; coordinate the debt and capital improvement program; develop accounting and internal control program; advise the Director of Administration and City Manager on accounting and fiscal matters and provide financial statements to administrative officials.

1 - Controller

SECRETARIAL

1 - Secretary

PAYROLL

1. Supervise general payroll activities.
2. Pre-audit time records.
3. Coordinate payroll changes for Data Processing.
4. Assist controller in certifying payrolls.
5. Reconcile and submit quarterly FICA report.
6. Compute final pay including refund of retirement contributions of terminated employees.
7. Maintain funds of Police and Fire Retirement, Employee's Retirement, Group Life Insurance Reserve, Employee's Social Security, Employee's Health Insurance, Worker's Compensation Reserve, Employees' Def. Compensation.

1 - Accountant II

GENERAL ACCOUNTING

See Page 16

FEDERAL ACCOUNTING

Specialize in federal accounting in order to interpret and advise management in the various federal regulations and guidelines as they relate to the many federal and state programs. Funds include CDBG, CETA, UDAG, LHA, CSBG, and other federal grants.

1 - Accountant III

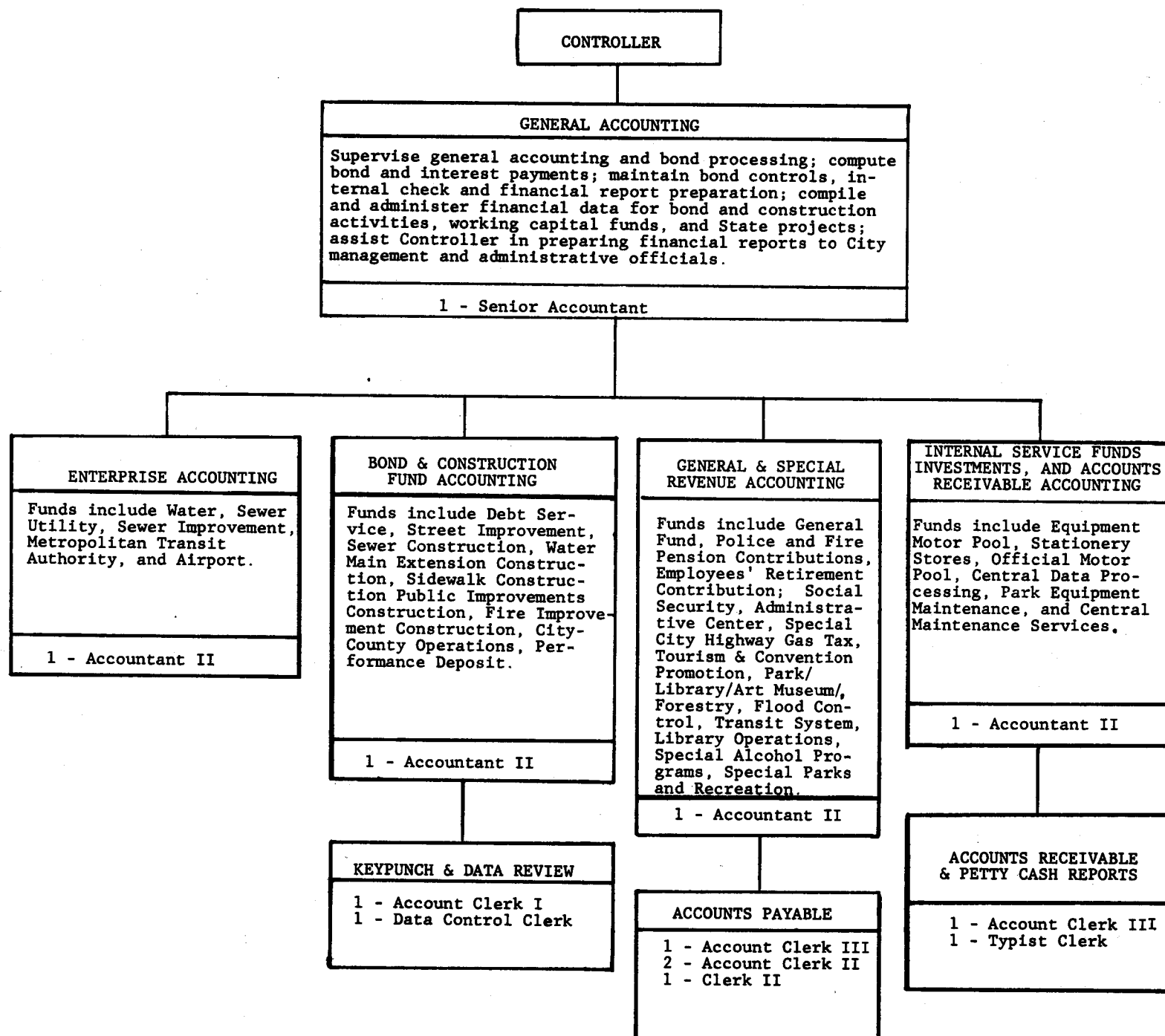
WORKERS COMPENSATION AND  
PAYROLL ACCOUNTING

1 - Accountant I  
1 - Account Clerk II

INTERNAL AUDITING AND FIXED  
ASSETS CONTROL

Responsible for the internal, field, and special audits of City financial operations. Monitors updating of fixed assets records.

1 - Accountant III



# DIRECTOR OF ADMINISTRATION

## SAFETY OFFICE

Coordinates City risk management program; manages safety program, develops insurance specifications, investigates claims, analyzes data to control costs of accidents, claims, property damage and insurance.

1 - Occupational Safety Technician

## SECRETARY

Dictation, typing, filing, records and computations; prepares bid specifications and summaries, compiles and enters statistical data into machine records.

1 - Secretary

## GENERAL OFFICE

Process purchase orders; maintain files receive & process requisitions; prepare and render billing for stationery stores supplies, printing, graphics & micrographics.

1 - Administrative Aide III  
1 - Account Clerk I  
1 - Data Control Clerk

## CENTRAL STORES

Operate stationery stores; disposal of right-of-way and condemnation property; process U.S. Mail for City depts. and Boards.

1 - Administrative Aide II  
1 - Clerk II

## PRINT SHOP

Maintain and operate printing equipment; schedule printing work; maintain paper stock.

1 - Print Shop Supervisor  
1 - Printing Press Operator II  
1 - Printing Press Operator I

## MICROGRAPHICS

Maintain and operate 16mm & 35mm camera equipment; schedule work; maintain film and supply stock.

1 - Micrographics Supervisor  
1 - Typist Clerk

## PURCHASING DIVISION

Supervises all City buying activities, disposal of all surplus and condemned City property; buildings and contents insurance; develops purchasing procedures and systems.

1 - Purchasing Manager

## SECRETARY

Dictation, typing, filing, records and computation; prepares formal bids, bid reports and contracts.

1 - Secretary

## ASST. PURCHASING MANAGER

Reviews requisitions; reviews formal bids for publication; prepares monthly report. Supervises general office activities; special projects as assigned by the Purchasing Manager.

1 - Assistant Purchasing Manager

## SENIOR BUYER

Reviews, assigns and processes procurement requisitions, maintains informal agreements. Related work as assigned.

1 - Senior Buyer

## BUYER

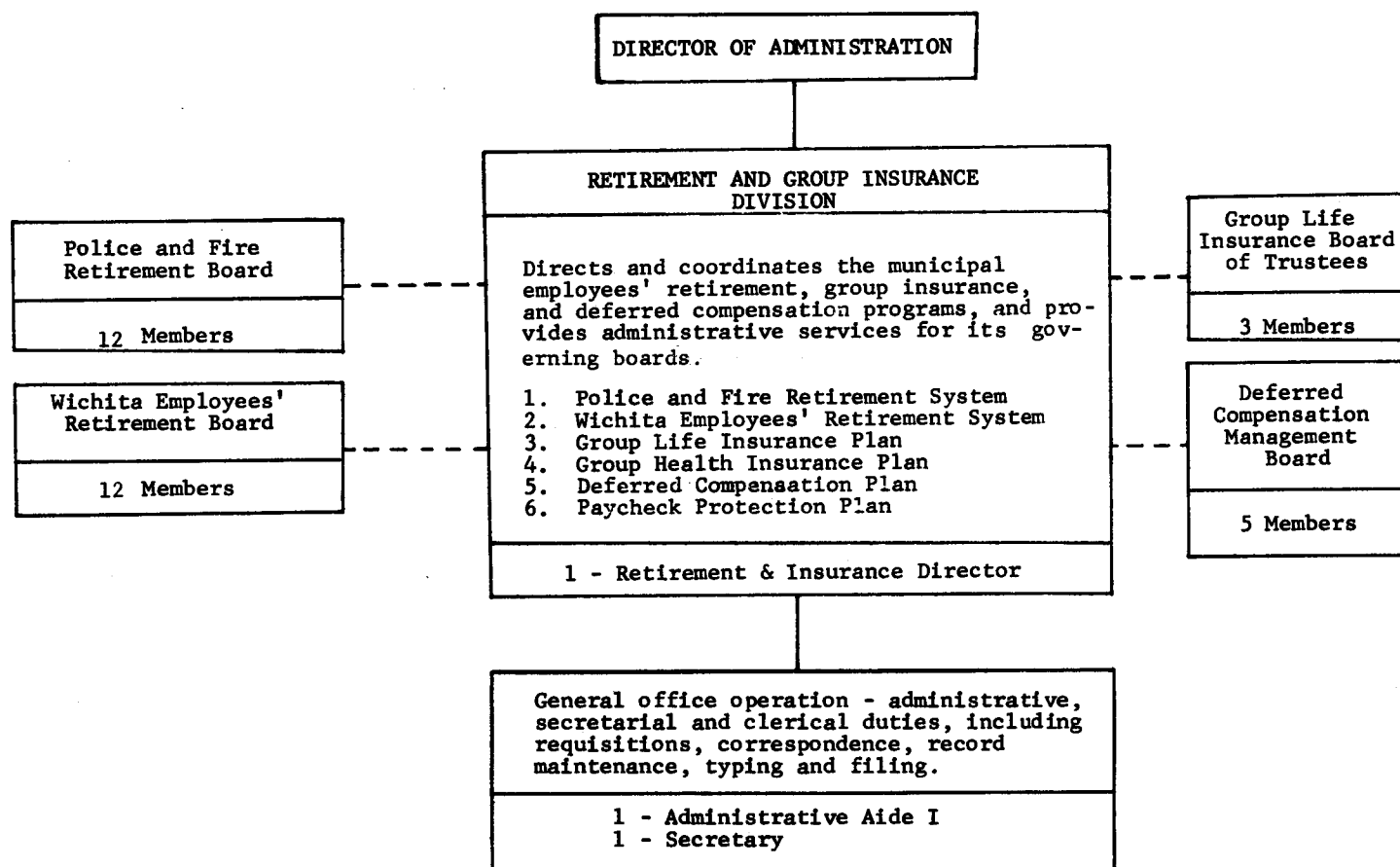
Procurement requisitions and traveling requisitions processed; purchase order follow-up; related work as assigned.

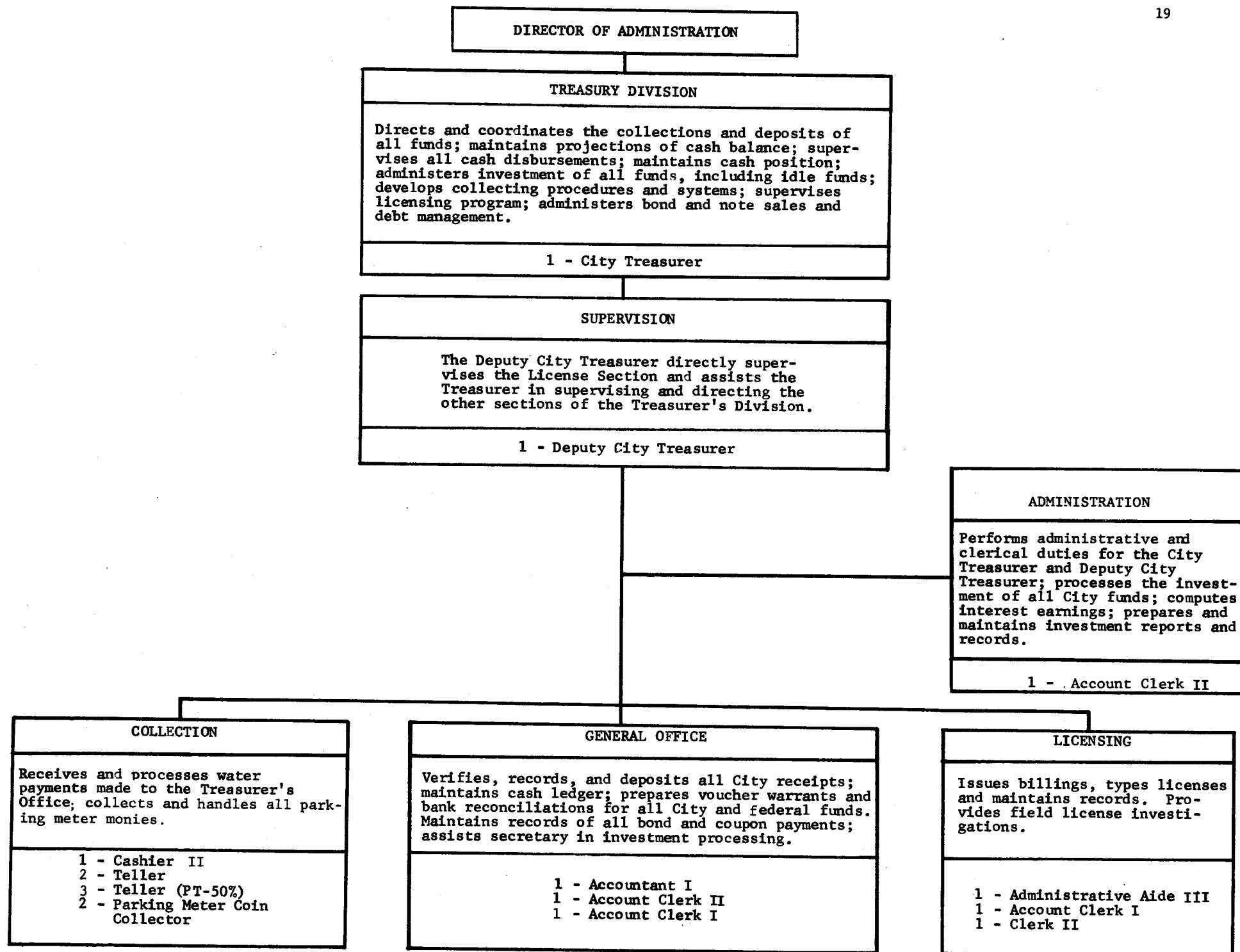
2 - Buyer

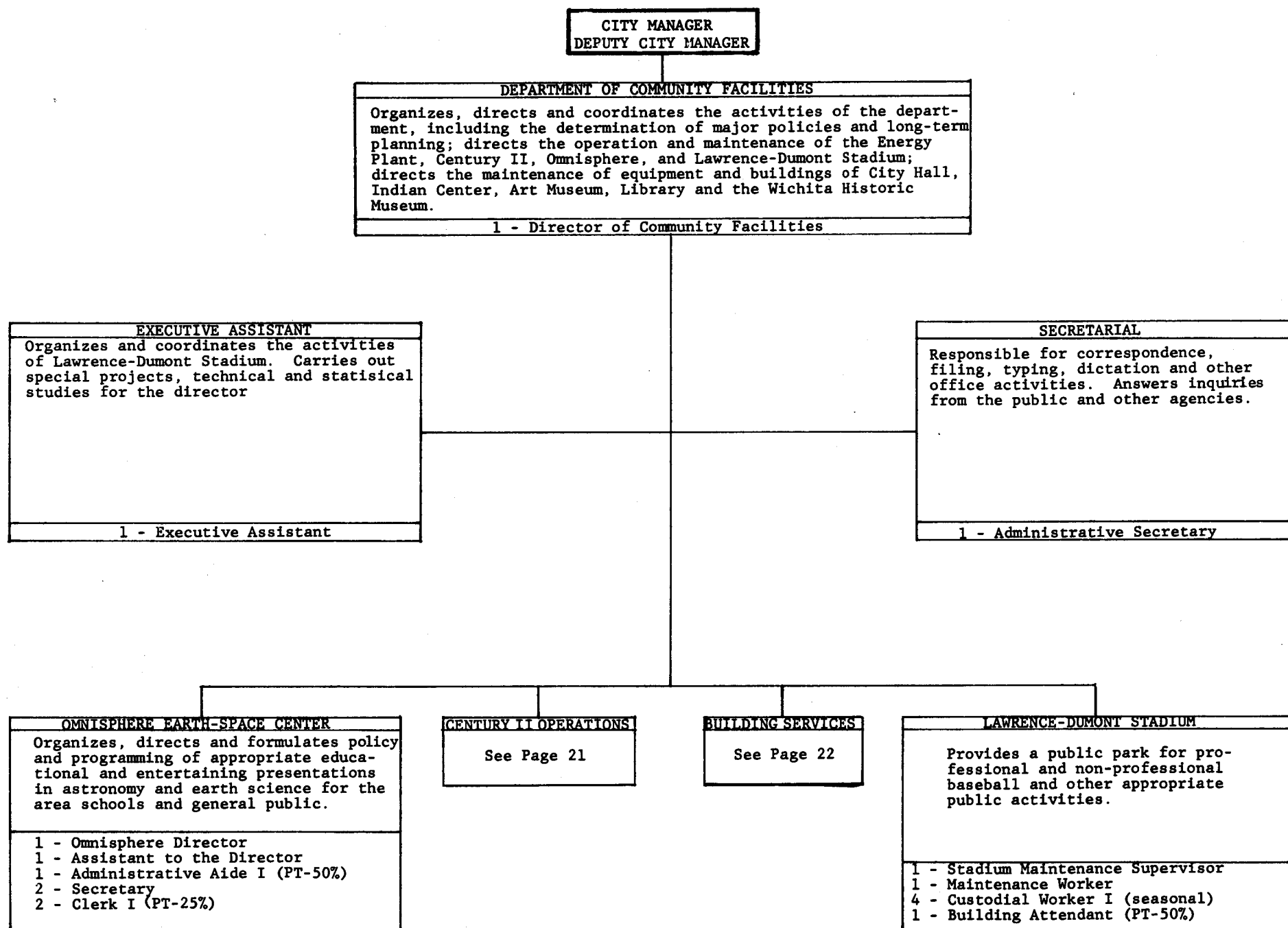
## CLERK II

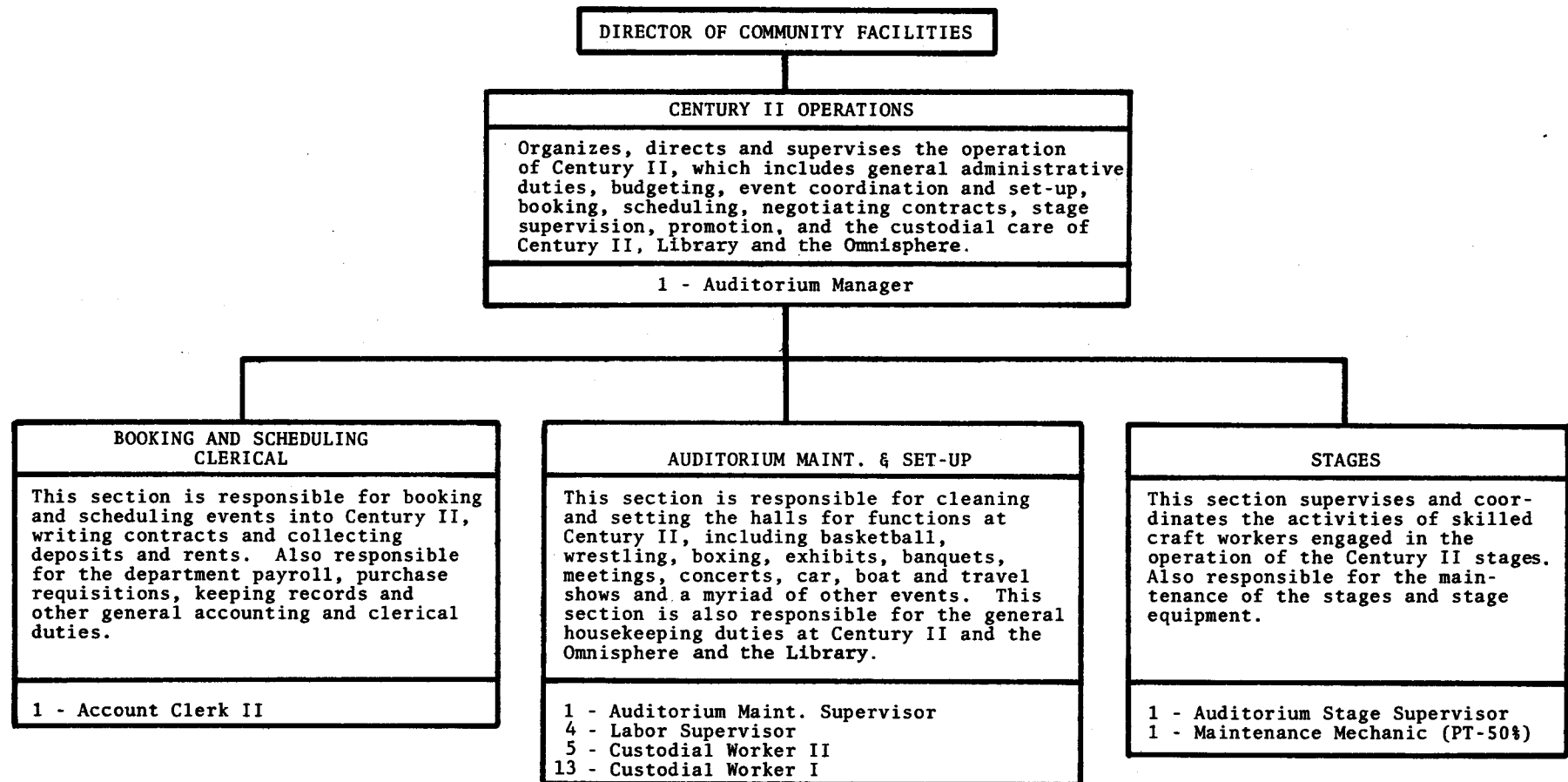
Type, file, record and computation. Prepares informal quotes, tabulations and agreements. Assigns vendor codes.

1 - Clerk II









DIRECTOR OF COMMUNITY FACILITIES

BUILDING SERVICES

This division is responsible for the maintenance and housekeeping of City Hall, Police Garage, Art Museum and Indian Center; certain duties at the Radio Maintenance Center; custodial care of the MTA building; and maintenance of Century II, Historic Museum, Omnisphere and Library

1 - Building Maintenance Supervisor

CITY HALL  
MAINTENANCE

This section is responsible for the mechanical maintenance of City Hall, Police Garage, Art Museum, Indian Center and certain duties at the Radio Maintenance Center. Maintenance at City Hall is provided on a 24-hour basis.

1 - Auditorium Equip. Supv.  
1 - Stationary Engineer II  
1 - Elec. Systems Supervisor  
1 - Labor Supervisor  
6 - Maintenance Mechanic  
4 - Maintenance Worker  
1 - Electrician II

CITY HALL  
CUSTODIAL

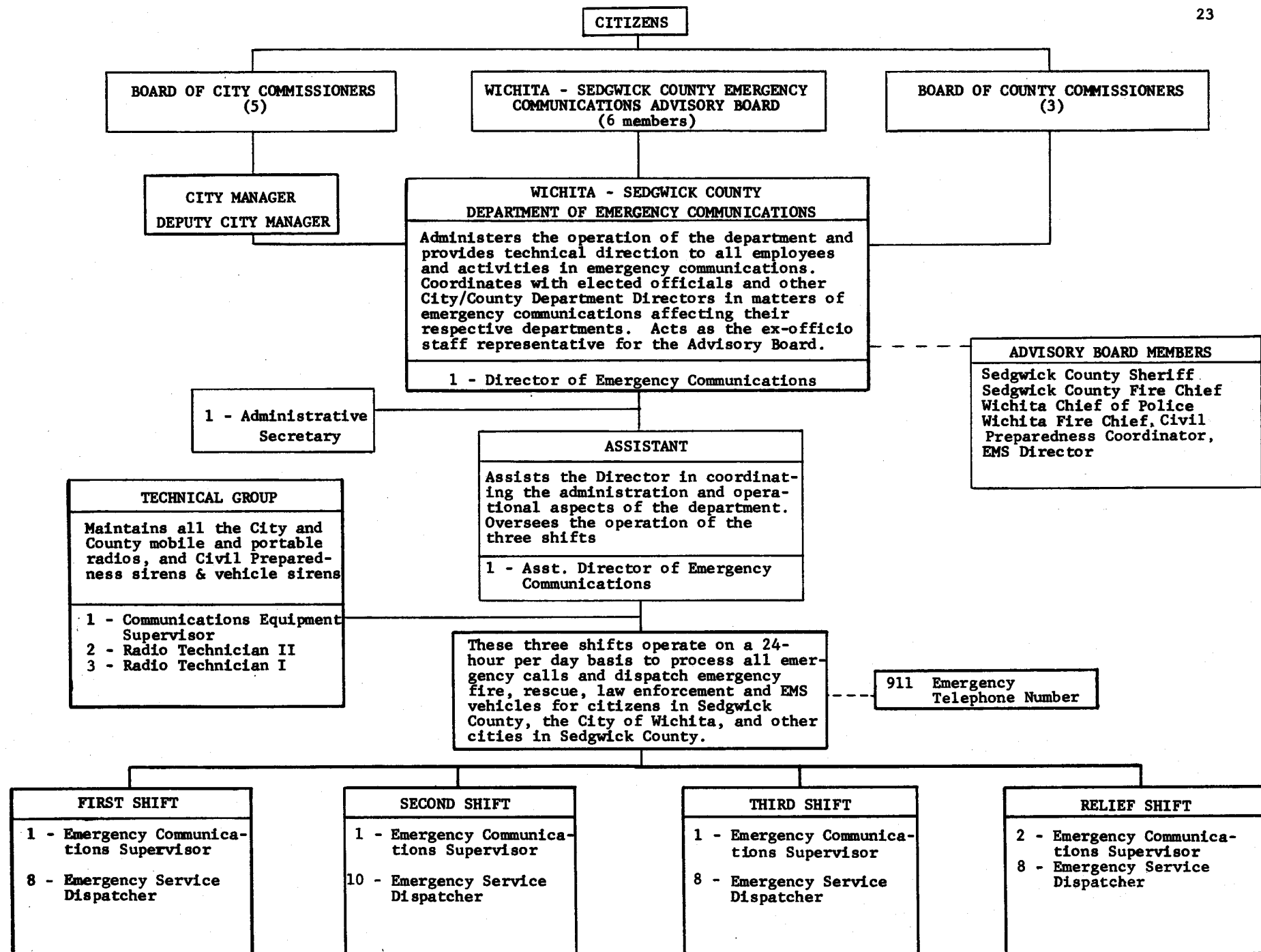
This section is responsible for the housekeeping duties at City Hall, Police Garage, Art Museum, Indian Center, MTA building. Also responsible for supervising the contractual clean of City Hall's restrooms and sorting interoffice mail.

1 - Auditorium Maintenance Supervisor  
1 - Labor Supervisor  
6 - Custodial Worker II  
10 - Custodial Worker I  
2 - Custodial Worker I (PT-50%)

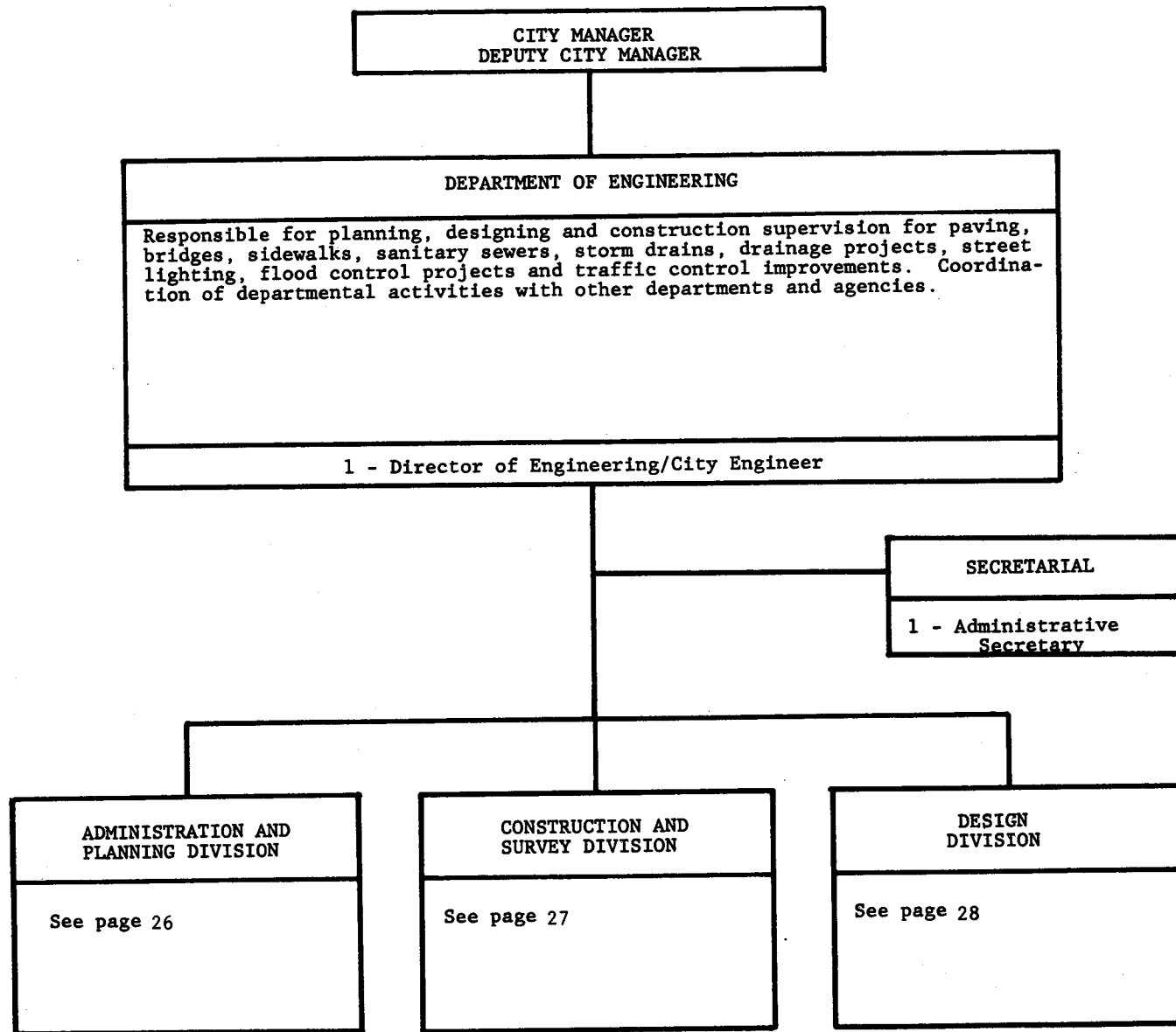
CENTURY II  
EQUIPMENT MAINTENANCE

This section is responsible for the mechanical maintenance of Century II, Library, Omnisphere, the Wichita Historic Museum and certain duties at Lawrence-Dumont Stadium

1 - Auditorium Equip. Supv.  
1 - Stationary Eng. II  
3 - Maintenance Mechanic  
3 - Maintenance Worker  
1 - Electrician II







In some sections, specific job classifications (e.g., Civil Engineer II) are not shown for the general classifications of Civil Engineer, Engineering Technician and Engineering Aide, due to the fact that personnel are routinely rotated among the various activities in response to changes in workload and in order to give personnel a variety of experience.

DIRECTOR OF ENGINEERING/CITY ENGINEER

ADMINISTRATION AND PLANNING DIVISION

Responsible for capital improvement planning, project estimation, project management information systems, and departmental administrative tasks.

1 - Program Development Engineer

PROJECT PLANNING SECTION

Responsible for platting liaison, capital improvement planning, program/project initiation and development, petitions, resolutions, and ordinances.

2 - Civil Engineer

ESTIMATING AND  
RIGHT-OF-WAY SECTION

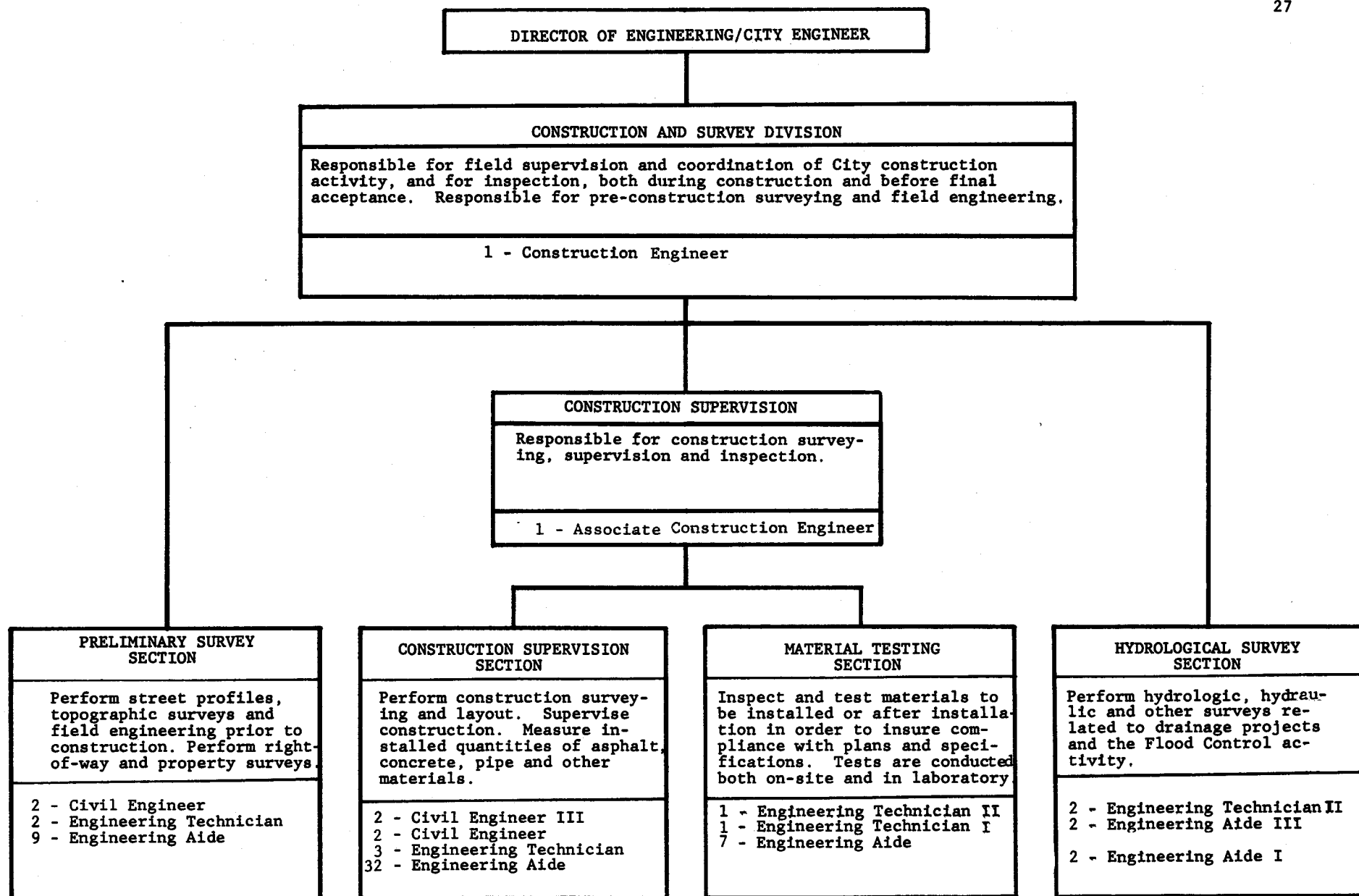
Responsible for preliminary and final project estimation, right-of-way acquisition, annexations, awarding of construction contracts, and statements of cost.

1 - Right-of-Way and Estimating Engineer  
1 - Administrative Assistant  
3 - Engineering Technician  
1 - Engineering Aide

ADMINISTRATION SECTION

Responsible for maintaining project management information systems, utility coordination, project initiation/administration, contract administration, budget development/administration, payroll distribution, and other departmental administrative tasks.

1 - Administrative Supervisor  
2 - Administrative Assistant  
1 - Administrative Aide I  
1 - Account Clerk II  
2 - Engineering Aide II  
4 - Secretary



DESIGN DIVISION

Responsible for all stages of engineering design for paving, bridges, sidewalks, sanitary sewer systems, storm drains, drainage and flood control improvements, street lighting, and traffic control improvements. Review and/or prepare technical data and specifications necessary to support actual design and/or construction. Conduct engineering studies of traffic, sewers, drainage and other areas to support design. Coordinate with maintenance activities, especially Traffic and Flood Control.

1 - Chief Engineer

PAVEMENT DESIGN SECTION

Perform studies and design work for paving projects. Review and/or prepare technical data and specifications for paving projects.

1 - Pavement Design Engineer  
4 - Civil Engineer  
1 - Engineering Technician

TRAFFIC SECTION

Responsible for traffic control and street lighting studies and design activities.

1 - Traffic Engineer  
1 - Associate Traffic Engineer

SANITARY SEWER SECTION

Perform studies and design work for sewer projects. Review and/or prepare technical data and specifications for sewer projects.

1 - Sanitary Engineer  
1 - Civil Engineer  
1 - Engineering Technician

FLOOD CONTROL/DRAINAGE SECTION

Perform studies and design work for drainage and flood control projects. Review and/or prepare technical data and specifications for flood control and drainage projects. Maintain maps and other engineering records relevant to the Flood Control activity.

1 - Drainage and Flood Control Engineer  
3 - Civil Engineer  
1 - Engineering Aide

TRAFFIC DESIGN AND STREETLIGHTING

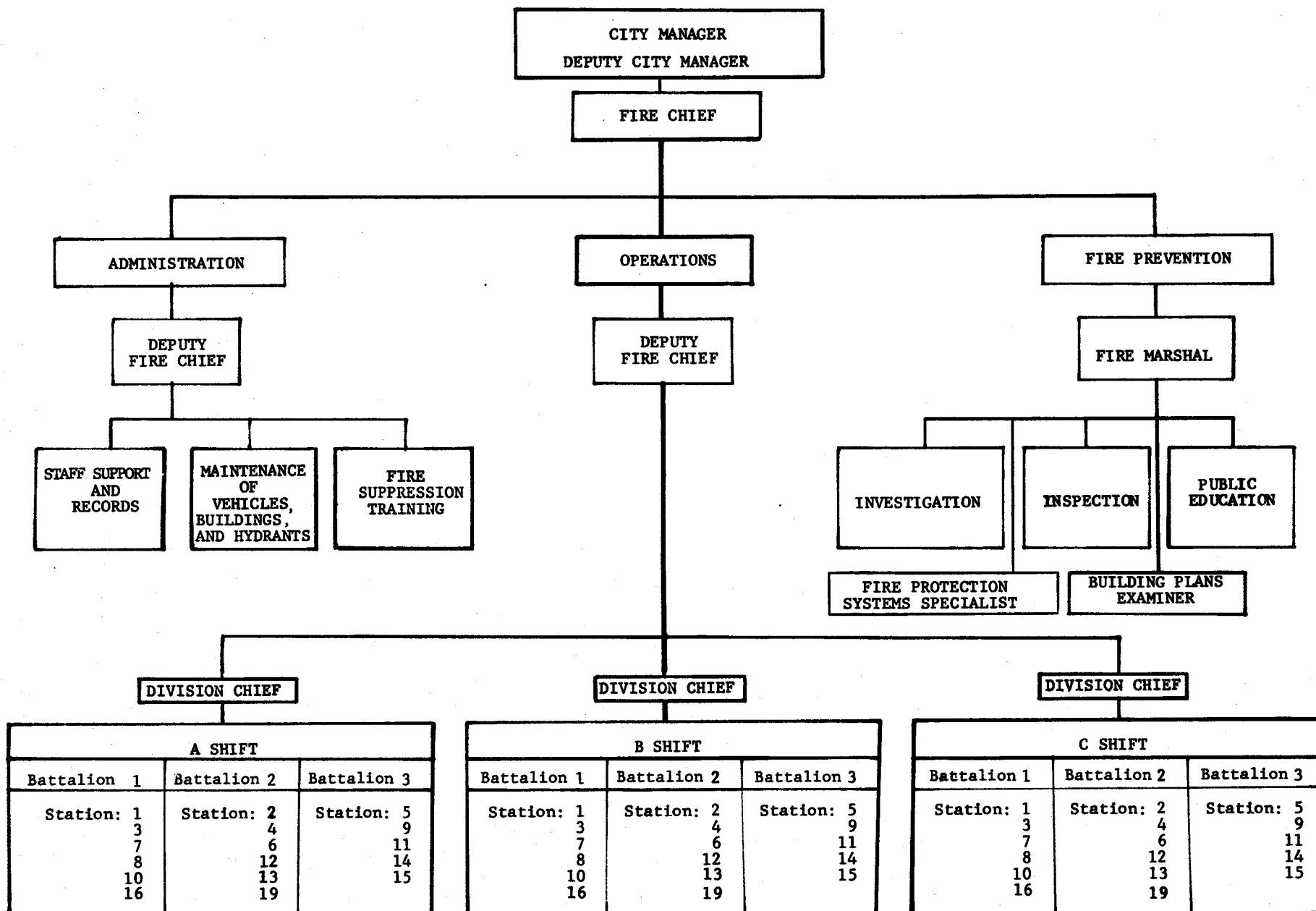
Perform analysis of traffic signalization, intersection capabilities and traffic volume. Produce construction plans and specifications. Analyze street lighting, maintain records and coordinate installation.

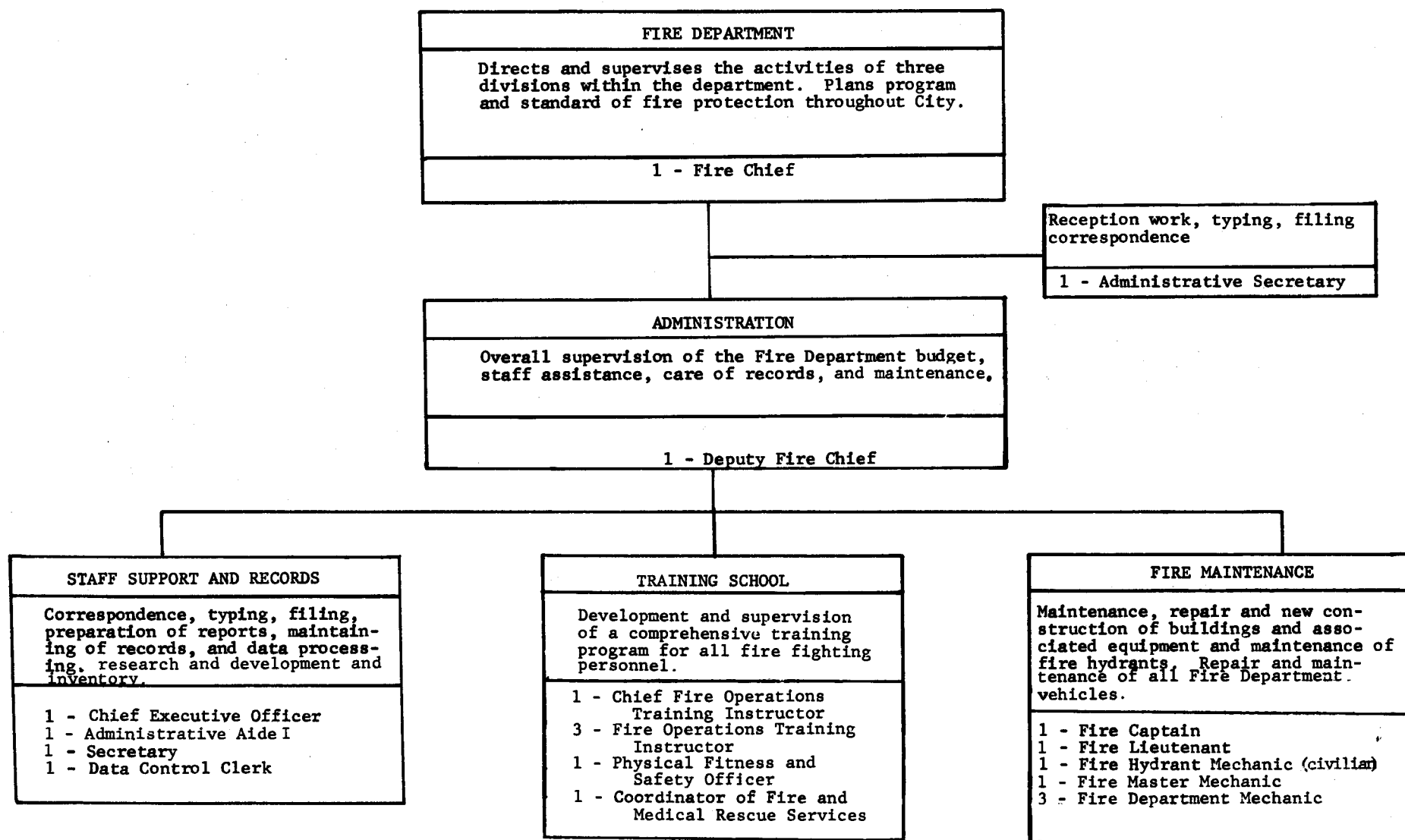
1 - Engineering Technician II  
1 - Engineering Technician I  
2 - Engineering Aide III

TRAFFIC CONTROL FIELD RESEARCH

Conduct field surveys necessary to provide an adequate data base for planning improvements, operational control and roadway development.

1 - Senior Traffic Investigator





## FIRE CHIEF

## OPERATIONS

Extinguishing of fires, rescue, evacuation and salvage, first aid to public, company inspections and training of firefighters.

1 - Deputy Fire Chief

## FIRE FIGHTING SERVICE

Divided into three districts. Is responsible for extinguishing of fires, resuscitator/rescue and evacuations, salvage operations, Emergency Medical care to the public, company inspection, fire hydrant inspection, fire investigation, and other related work.

## 3 - Division Fire Chief

DISTRICT NO. 1

4 - Battalion Chief

Station 1

4 - Captain  
9 - Lieutenant  
26 - Firefighter  
3 - Fire Invest. I

Station 3

3 - Captain  
3 - Lieutenant  
13 - Firefighter

Station 7

3 - Captain  
3 - Lieutenant  
13 - Firefighter

Station 8

3 - Captain  
10 - Firefighter

Station 10

3 - Captain  
3 - Lieutenant  
10 - Firefighter

Station 16

3 - Captain  
3 - Lieutenant  
13 - Firefighter

DISTRICT NO. 2

3 - Battalion Chief

Station 2

4 - Captain  
12 - Lieutenant  
26 - Firefighter

Station 4

3 - Captain  
10 - Firefighter

Station 6

3 - Captain  
10 - Firefighter

Station 12

3 - Captain  
10 - Firefighter

Station 13

3 - Captain  
3 - Lieutenant  
13 - Firefighter

Station 19

3 - Captain  
3 - Lieutenant  
13 - Firefighter

DISTRICT NO. 3

3 - Battalion Chief

Station 5

3 - Captain  
3 - Lieutenant  
13 - Firefighter

Station 9

3 - Captain  
10 - Firefighter

Station 11

4 - Captain  
6 - Lieutenant  
13 - Firefighter

Station 14

3 - Captain  
3 - Lieutenant  
13 - Firefighter

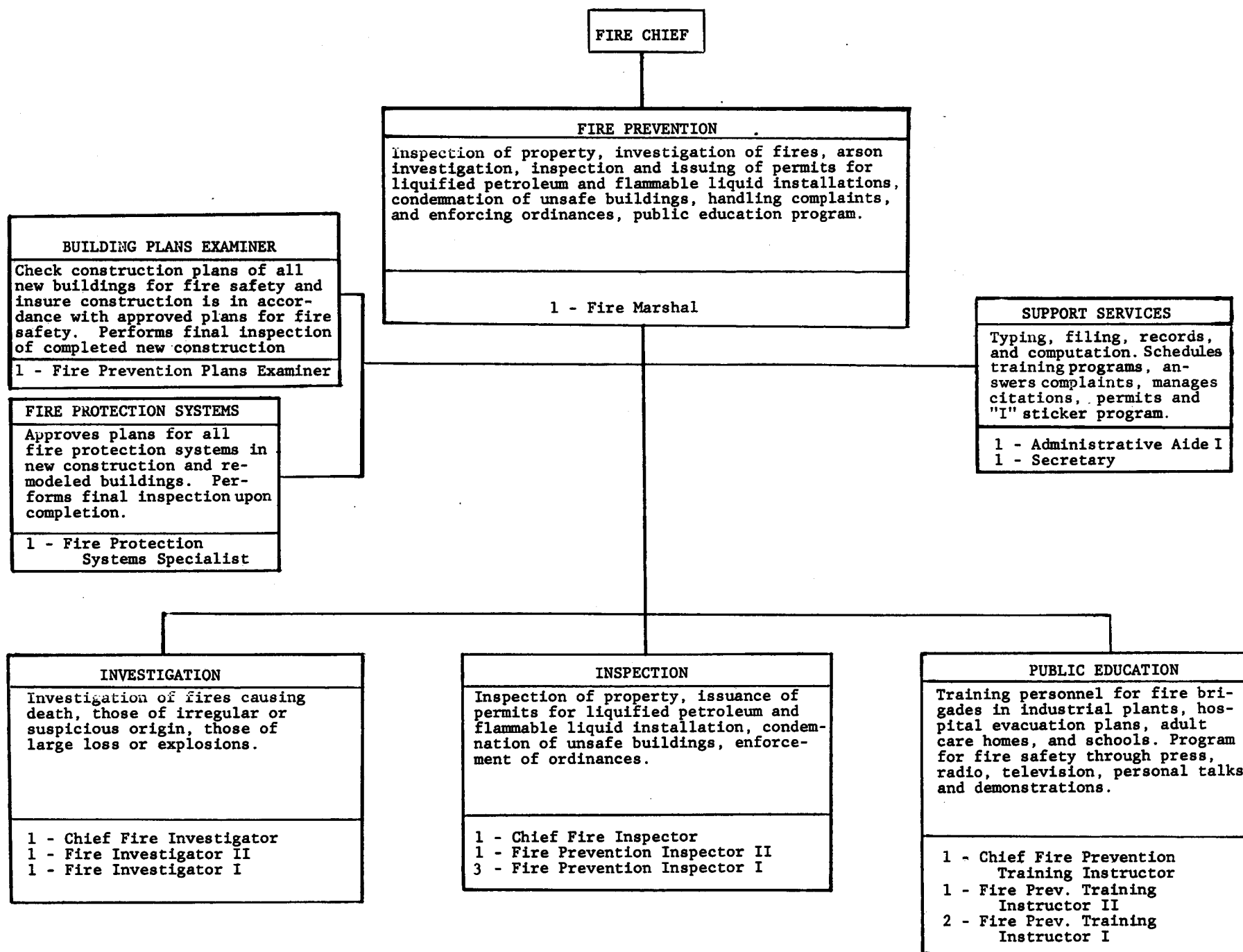
Station 15

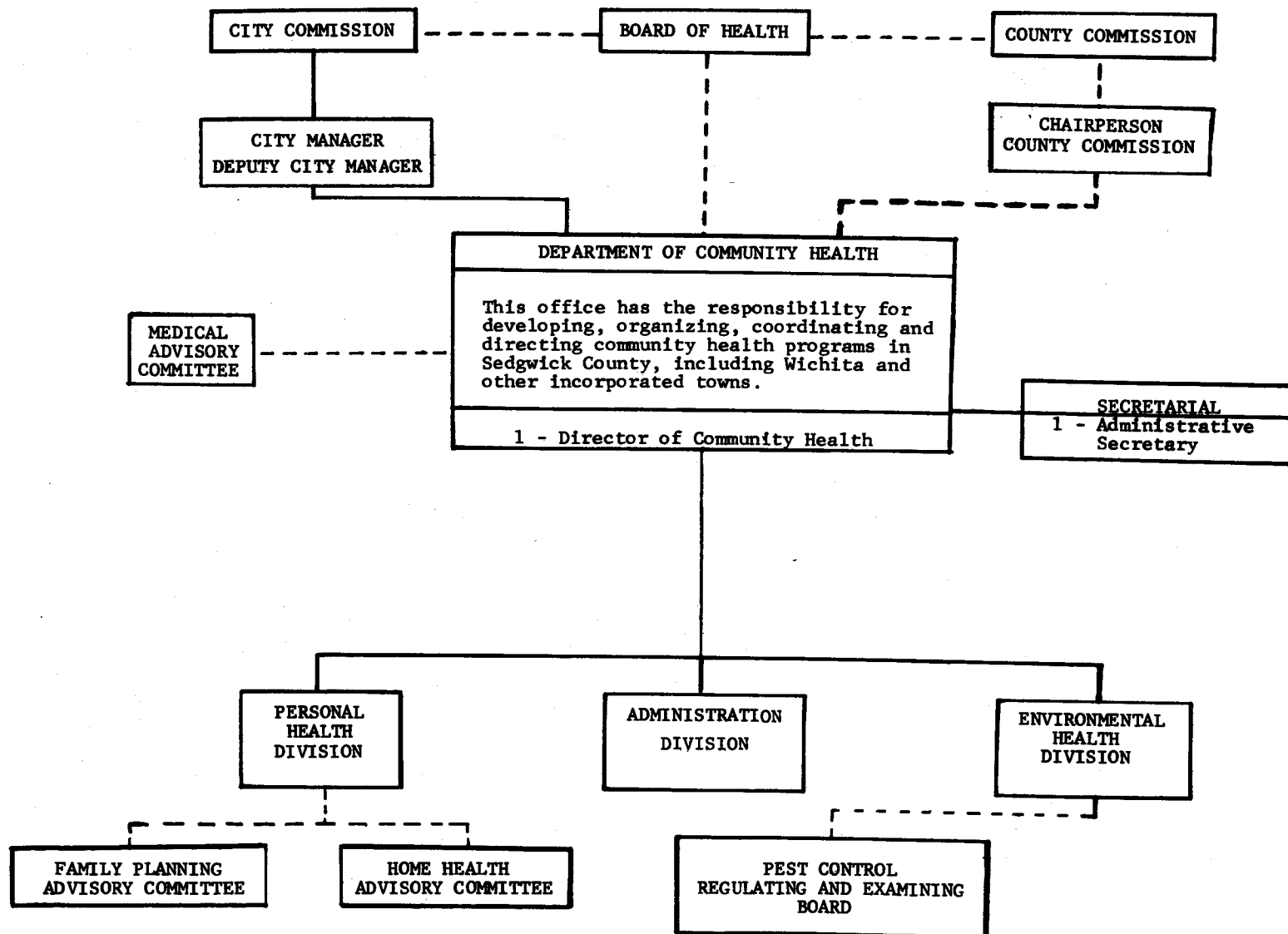
3 - Captain  
3 - Lieutenant  
13 - Firefighter

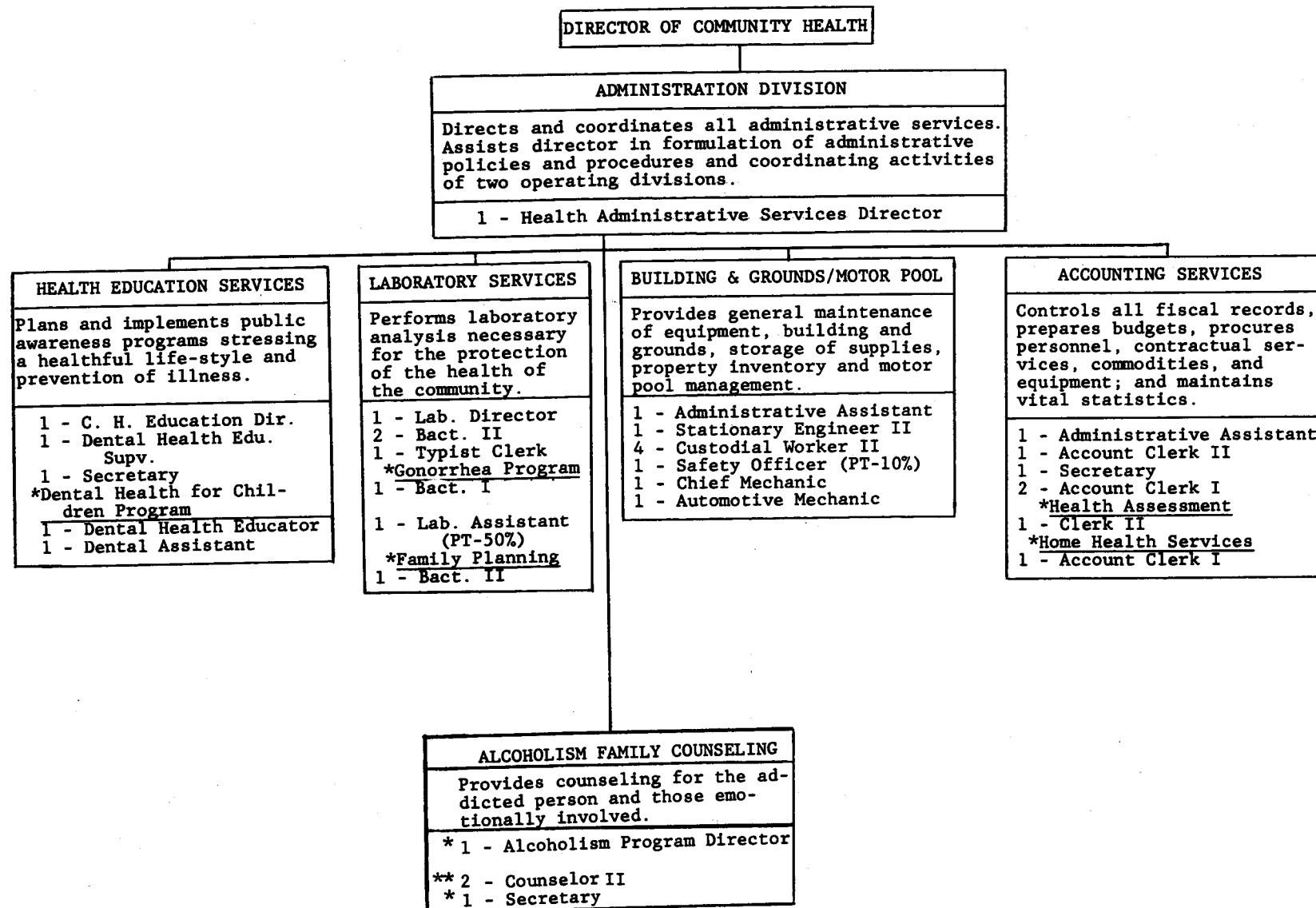
NOTE: The three Fire Investigator I's assigned to Station 1 function as regular firefighter personnel in addition to their ARSON investigator responsibilities.

NOTE: The three Division Fire Chiefs (one assigned to each shift) are assigned to Station 1.

NOTE: Personnel authorized to fill in for vacation, Kelly days, sick leave days, etc. are reflected in the personnel strength at Stations 1, 2 and 11.







\* Federal/State Funds  
 \*\*Special Alcohol Program

**DIRECTOR OF COMMUNITY HEALTH**

**PERSONAL HEALTH SERVICES DIVISION**

Directs and coordinates the overall planning and administration of all Personal Health Service programs.

1 - Personal Health Services Director

1 - Administrative Aide I

**SPECIAL SERVICES**

Plans, directs, and supervises WIC (Supplemental Food Program for Women, Infants & Children and Home Health Agency

\*1 Chief, Special Services

\*WIC

- 1 - Nutritionist II
- 1 - Nutritionist I
- 1 - P. H. Educator I
- 3 - C. H. Nurse I

- 1 - C. H. Aide
- 4 - Clerk II

\*Home Health Services

- 3 - C. H. Nurse III
- 13 - C. H. Nurse I
- 1 - Physical Therapist
- 1 - Occupational Therapist
- 1 - L.P.N.
- 1 - Secretary
- 1 - Clerk II
- 3 - Home Health Aide

**CLINIC SERVICES**

Plans, directs, and supervises Family Planning, Maternal and Infant, V.D., Immunization and T. B. Clinics

1 - Chief, Clinic Services

- 2 - Nurse Clinician
- 1 - C. H. Nurse III
- 1 - C. H. Nurse II (PT-25%)
- 1 - C.H. Nurse I
- 1 - Storekeeper
- 1 - Administrative Aide I
- 1 - Home Health Aide

\*Family Planning

- 1 - C. H. Aide
- 1 - C. H. Aide (PT-50%)
- 1 - Social Worker I
- 3 - Clerk II

\*Maternal & Infant Care

- 1 - Nurse Clinician
- 1 - Social Worker I
- 1 - Social Worker I (PT-50%)

\*Indochinese Refugee Assist.

- 1 - X-ray Technician
- 2 - Home Health Aide (Interpreter)

1 - Clerk II

\*T. B. Project Grant

- 1 - C. H. Nurse I
- 1 - Clerk II

\*Health Assessment

- 2 - C. H. Nurse I

\*Refugee Screening

- 1 - C.H. Nurse III

**FIELD SERVICES**

Plans, directs and supervises Licensure Program, SSI Program and five Health Stations.

1 - Chief, Field Services

- 15 - C. H. Nurse I
- 4 - C. H. Nurse III
- 1 - Nurse Clinician
- 1 - P. H. Educator II
- 1 - Secretary
- 4 - Clerk II
- 1 - Typist Clerk

\*Maternal and Child Health

- 1 - C. H. Nurse I
- 1 - Typist Clerk

\*Health Assessment

- 1 - C.H. Nurse I
- 1 - C.H. Nurse I (PT-50%)

\*Gonorrhea Program

- 1 - Typist Clerk

\*Northeast Health Services

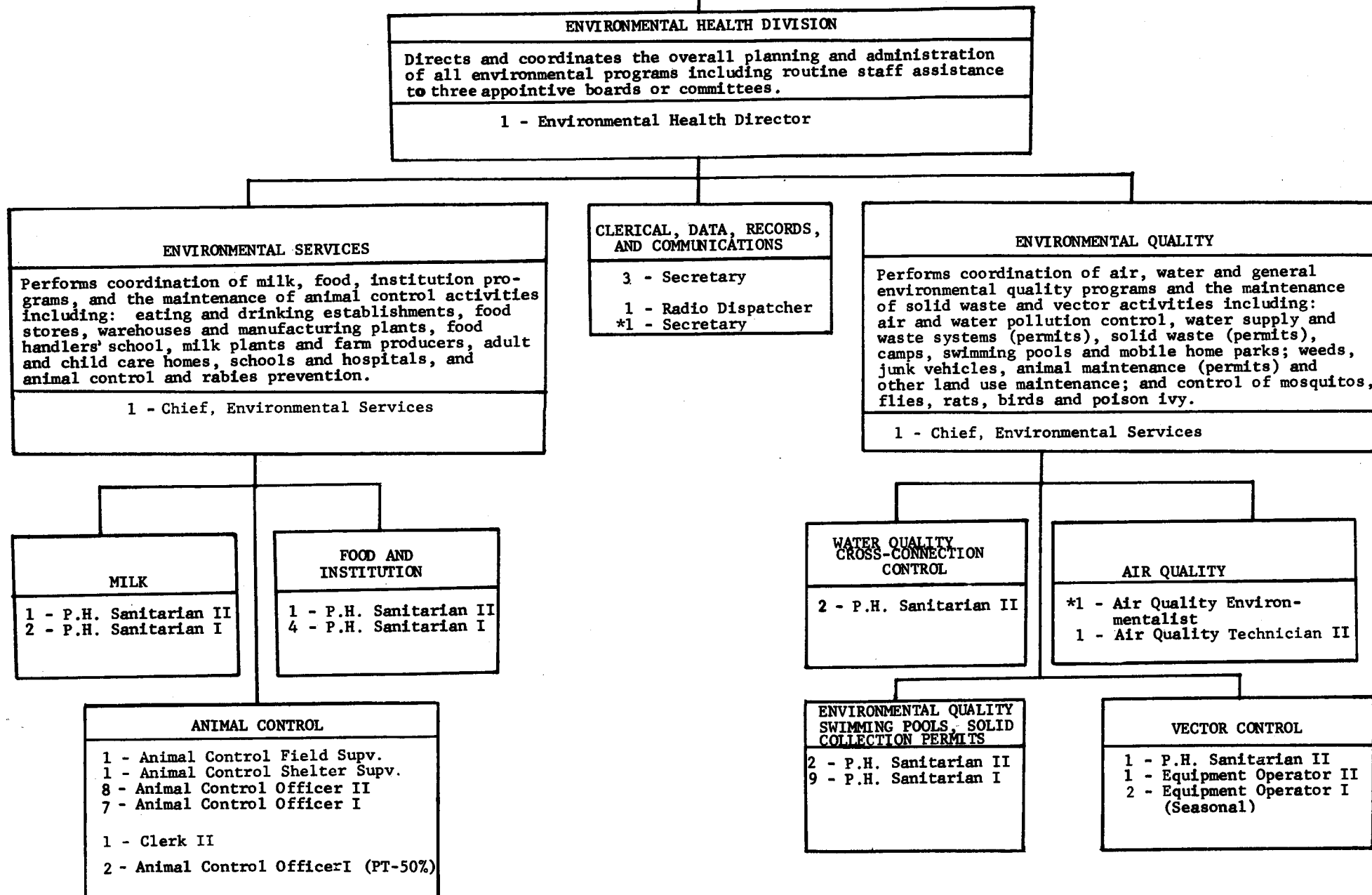
- 1 - C. H. Nurse II
- 1 - Typist Clerk

\*Colvin Health Station

- ~~1 - Typist Clerk~~ **CLERK II**

\*Community Health Services

- 1 - Home Health Aide (Interpreter)
- 1 - Home Health Aide (Interpreter) (PT-50%)



## STATE AND FEDERAL GRANT PROGRAMS

Air Pollution (10/1/82 - 9/30/83)

- 1 - Air Quality Environmentalist
- 1 - Secretary

Alcoholism Family Counseling (6/1/82 - 5/31/83)

- 1 - Alcoholism Program Director
- 1 - Secretary

Community Health Services (7/1/82 - 6/30/83)

- 1 - ~~CHN I~~ (75%) / 80% *Jan 84*
- 1 - Home Health Aide (Interpreter) AIDES
- 1 - Home Health Aide (Interpreter) (PT-50%) AIDE

Dental Health Project (7/1/82 - 6/30/83)

- 1 - Dental Health Educator
- 1 - Dental Assistant

Family Planning (7/1/82 - 6/30/83)

- 1 - Social Worker I
- 1 - ACCOUNT CLERK I
- 1 - C. H. Aide
- 1 - C. H. Aide (PT-50%)
- 2 - Clerk II
- 1 - Bacteriologist II

Gonorrhea Control (7/1/82 - 6/30/83)

- 1 - Bacteriologist I
- 1 - Laboratory Assistant (PT-50%)

Health Assessment (1/1/83 - 12/31/83) (Self-Sustaining)

- 3 - C. H. Nurse I
- 1 - C. H. Nurse I (PT-50%)
- 1 - Clerk II

Home Health Services (1/1/83 - 12/31/83) (Self-Sustaining)

- 1 - Chief, Special Services
- 3 - C.H. Nurse III
- 1 - C.H. Nurse I
- 1 - Physical Therapist
- 1 - Occupational Therapist
- 1 - L.P.N.
- 3 - Home Health Aide
- 1 - Secretary
- 1 - Clerk II
- 1 - Account Clerk I

1 - STOREKEEPER

Indochinese Refugee Assistance Program (10/1/82 - 9/30/83)  
(Self Sustaining)

- 1 - X-ray Technician
- 2 - Home Health Aide (Interpreter) AIDE
- 1 - Clerk II

Maternal & Child Health (7/1/82 - 6/30/83)

1 - ~~CHN I~~

- 1 - Typist Clerk

Maternal & Infant Care Project (7/1/82 - 6/30/83)

- 1 - Nurse Clinician
- 1 - Social Worker I
- 1 - Social Worker I (PT-50%)

1 - Clerk II  
1 - CHN III (50%) - / CHN =

Northeast Health Services (1/1/83 - 12/31/83)

- 1 - C. H. Nurse II
- 1 - Typist Clerk

Colvin Health Station (1/1/83 - 12/31/83)

- 1 - Typist Clerk

Refugee Health Screening (10/1/82-6/30/83)

- 1 - C.H. Nurse III

T. B. Grant (7/1/82-6/30/83)

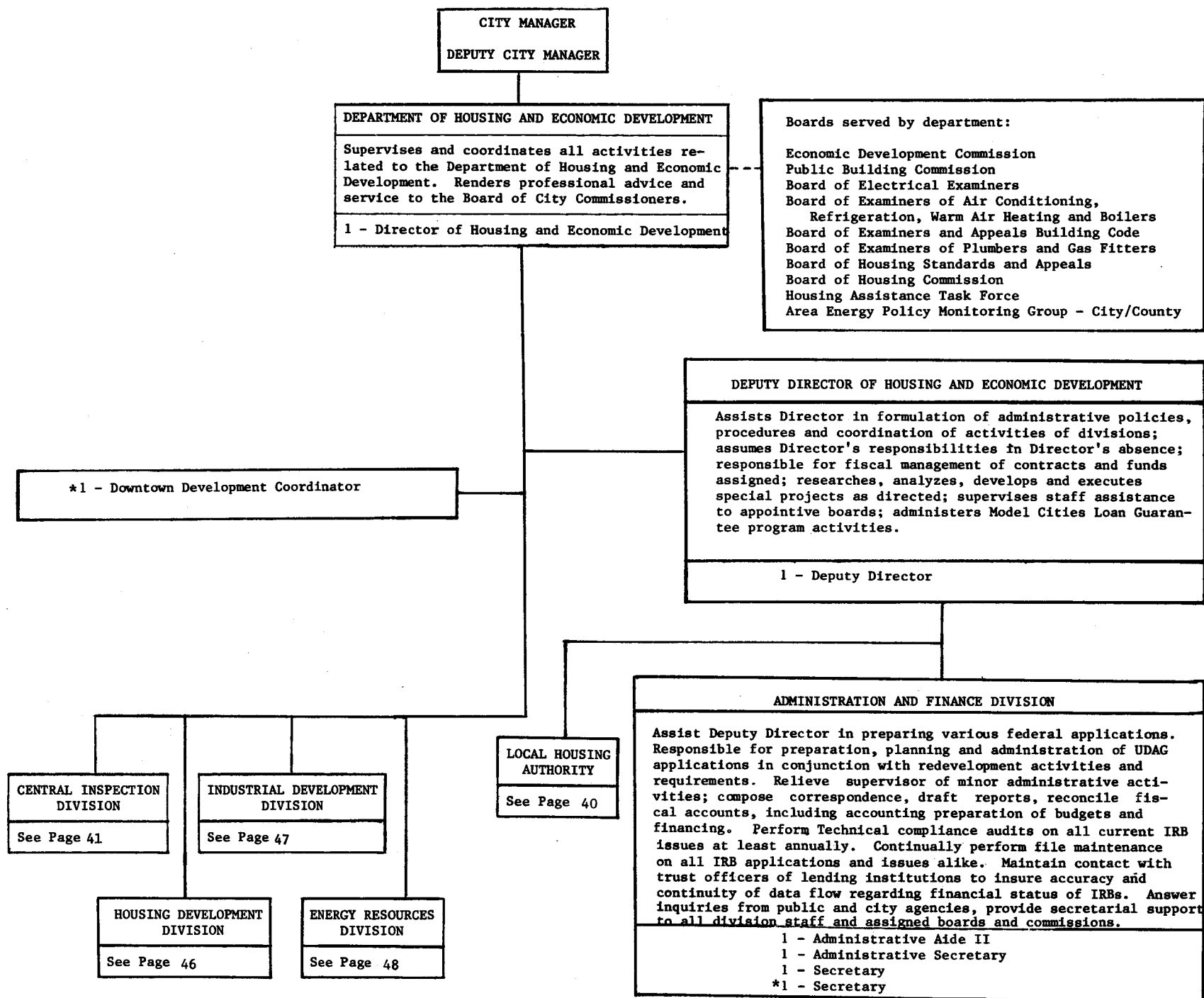
- 1 - C.H. Nurse I
- 1 - Clerk II

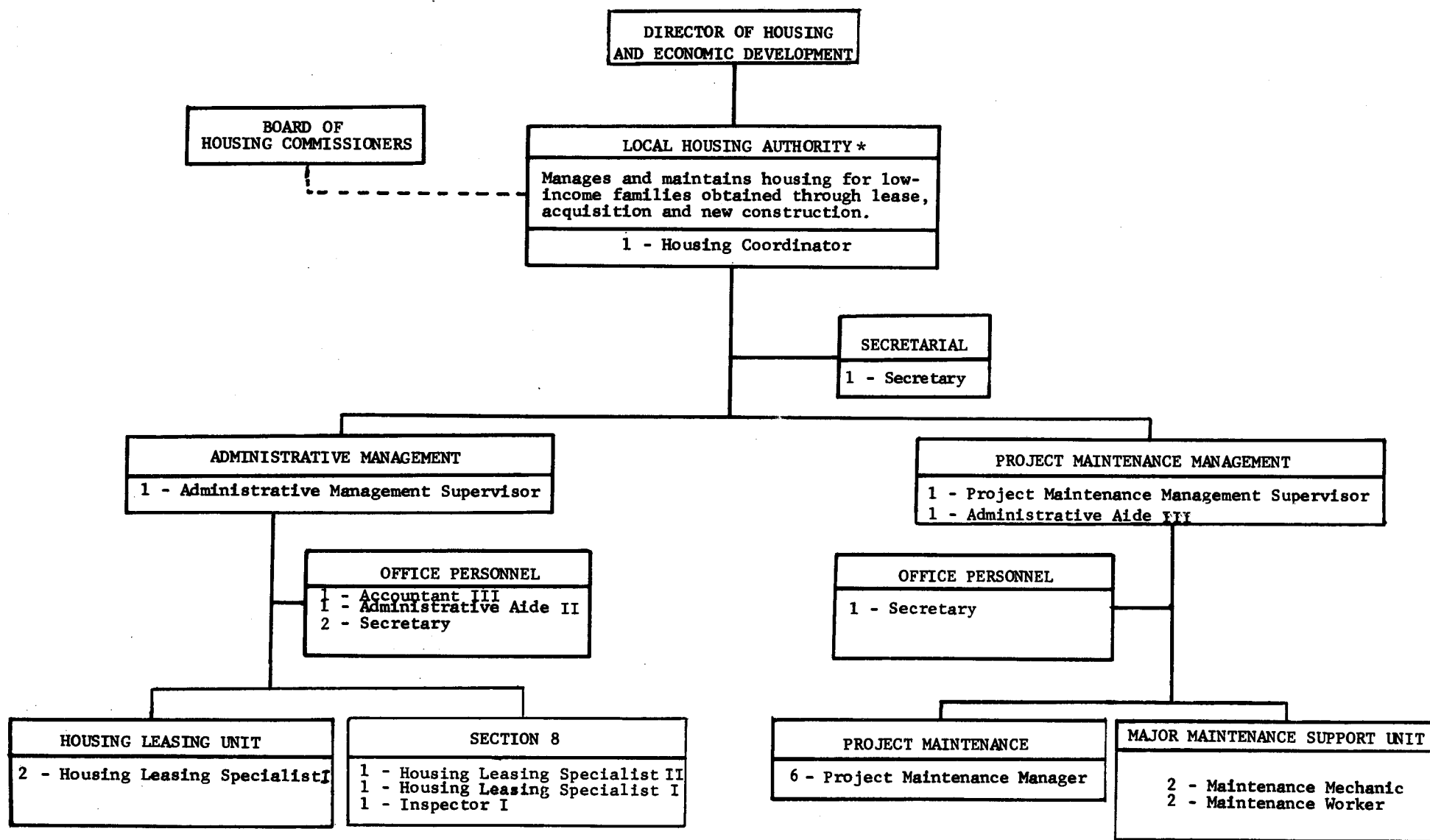
WIC--Suppl. Food Prog. for Women, Infants & Children  
(7/1/82-6/30/83)

- 1 - Nutritionist II
- 1 - Nutritionist I
- 1 - P.H. Educator I
- 3 - C.H. Nurse I
- 1 - C.H. Aide
- 4 - Clerk II

NOTE: The positions listed on this page are a summary of all the Health non-locally funded positions shown on the previous Health pages. Also shown are the inclusive dates of the current contracts and budgets.







LHA is funded entirely by Housing and Urban Development.

\*Organization of the Local Housing Authority is subject to change after April 1, 1983, pending approval by HUD of the 1984 fiscal year budget request.

DIRECTOR OF HOUSING  
AND  
ECONOMIC DEVELOPMENT

41

CITIZEN ADVISORY BOARDS

The Superintendent or representative acts as ex-officio/secretary to related citizen boards; advises and performs administrative tasks as designated.

Board of Electrical Examiners  
Board of Examiners of Air Conditioning, Refrigeration, Warm Air Heating and Boilers  
Board of Examiners & Appeals Building Code  
Board of Examiners of Plumbers and Gas Fitters  
Board of Housing Standards and Appeals

DIVISION OF CENTRAL INSPECTION

Directs the administration of activities within the agency. Plans and coordinates agency operations; develops overall inspection programs, including revisions in City Codes and fee schedules.

1 - Superintendent of Central Inspection

INTERDEPARTMENTAL LIAISON COMMITTEE

Works with the Superintendent to coordinate inspections with other departmental programs; provides consultation and technical information as required.

Fire Department  
Planning Department  
Police Department  
Health Department  
Department of Administration (Licensing)

ADMINISTRATIVE  
SERVICES

See Page 42

BUILDING CODE ADMINISTRATOR

BUILDING  
INSPECTION

See Page 43

ELECTRICAL &  
ELEVATOR INSPECTION

See Page 43

PLUMBING & SEWER &  
MECHANICAL INSPECTION

See Page 43

BUILDING CODE ENGINEER

PLANS EXAMINATION

See Page 44

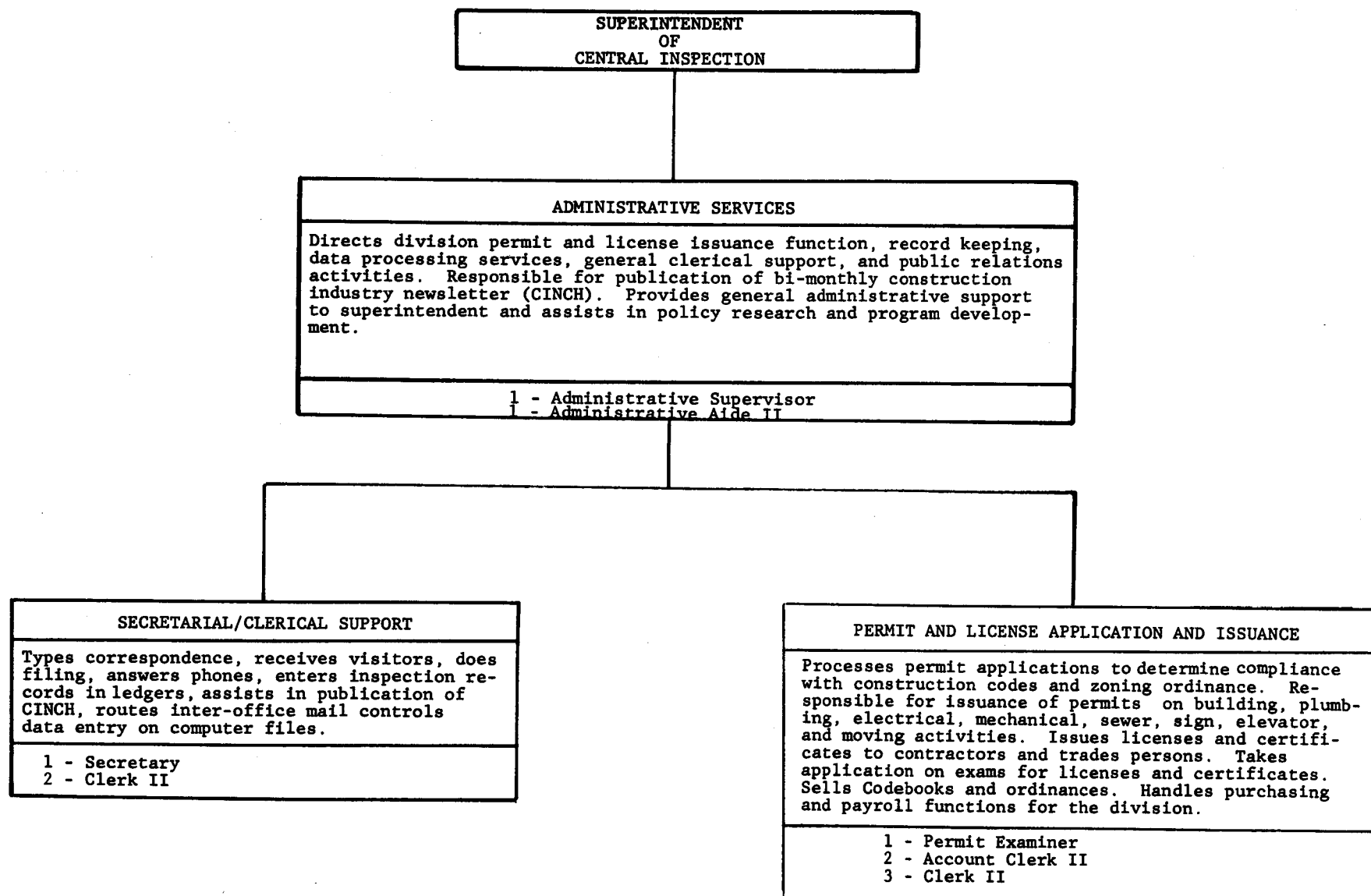
HOUSING CODE ADMINISTRATOR

HOUSING MAINTENANCE  
INSPECTION

See Page 45

ZONING, LICENSE &  
SIGN INSPECTION

See Page 45



**SUPERINTENDENT OF CENTRAL INSPECTION**

**BUILDING CODE ADMINISTRATION**

Assists and acts for the Superintendent in supervision of all facets of the sections operation, requiring compliance (totally or in part) with Titles 2, 5, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22, and 23 of the Code of the City of Wichita, Kansas.

1 - Building Code Administrator

**COMBINATION INSPECTION**

Responsible for inspection of building, plumbing, electrical, and mechanical areas in residential construction.

1 - Combination Inspector

**BUILDING INSPECTION**

Inspection of new and remodel building construction including structures other than buildings for compliance with Title 18 and related City Codes. Conducts periodic maintenance inspections on non-residential structures; inspects dangerous and damaged structures; monitors Industrial Compliance Certificates; conducts periodic inspections of facilities involved with the issuance of Industrial Revenue Bonds; inspection of existing structures for federally funded assistance projects; awnings, canopies and marquees; fencing and screening generally; sub-division regulations and Community Unit Plan/Planned Unit Development requirements; Child day care centers.

1 - Chief Building Inspector  
2 - Inspector II  
5 - Inspector I

**ELECTRICAL & ELEVATOR INSPECTION**

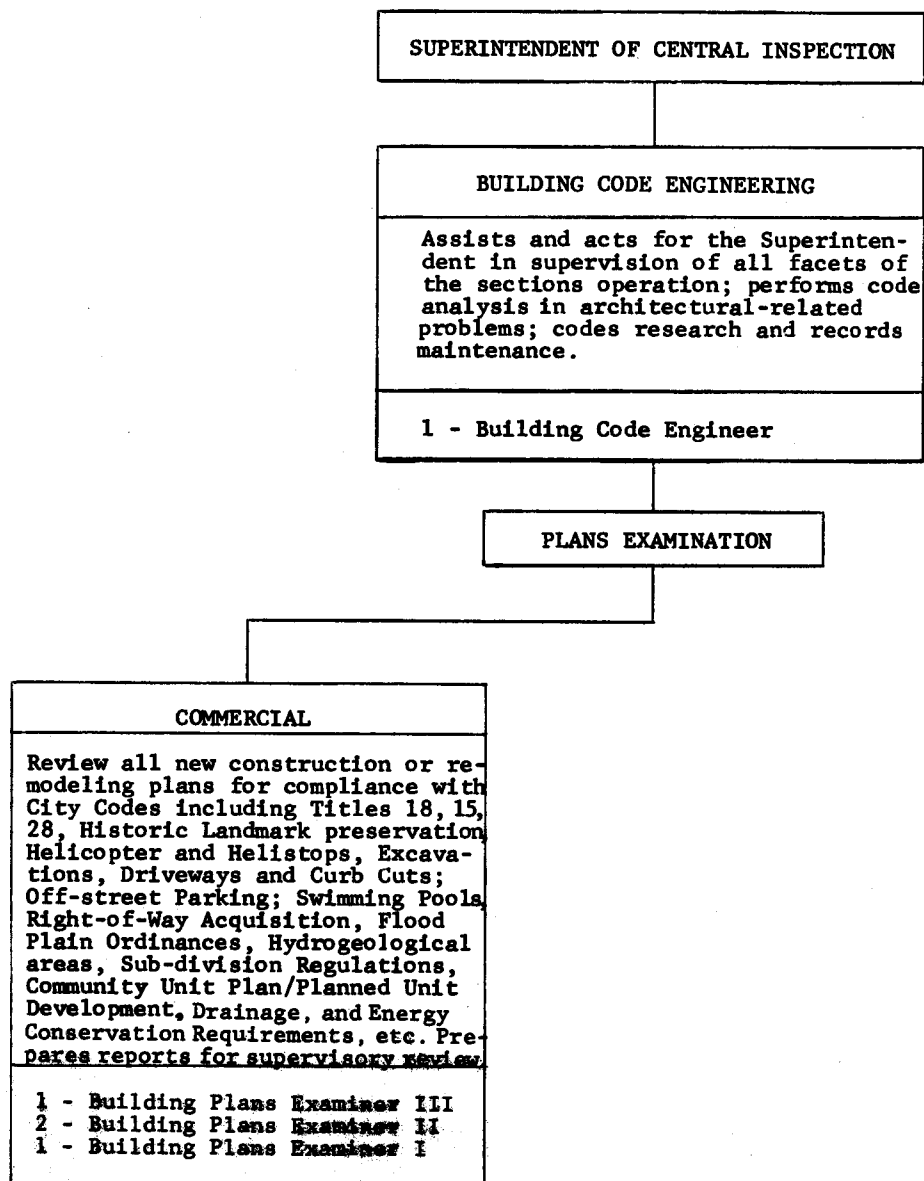
Inspection of all electrical installation within the City of Wichita in accordance with Title 19 and related City Codes. Inspection of new elevator and related equipment installations and annual maintenance inspections of passenger and freight elevators, escalators, dumbwaiters, stage lifts, man lifts, etc.

1 - Chief Electrical & Elevator Inspector  
1 - Electrical Inspector II  
2 - Electrical Inspector I  
1 - Inspector I (Elevator)

**PLUMBING & MECHANICAL & SEWER INSPECTION**

Inspection of all plumbing and gas fitting installations in accordance with Title 21 and related City Codes. Inspection of all warm air heating, air conditioning, refrigeration and boiler installation in accordance with Title 22 and related City Codes, including periodic maintenance inspection on all boilers, pressure vessels and vacuum vessels. Inspects all connections to public sewer system.

1 - Chief Plumbing & Mechanical Inspector  
1 - Plumbing Inspector II  
3 - Plumbing Inspector I  
2 - Mechanical Inspector I  
1 - Mechanical Inspector II



**SUPERINTENDENT OF CENTRAL INSPECTION**

**MAINTENANCE INSPECTION**

Assists and acts for the Superintendent in supervision of all facets of the sections operation requiring compliance (totally or in part) with Titles 3, 4, 5, 7, 10, 18, 20, 24, 25, 26, and 28 of the Code of the City of Wichita, Kansas.

1 - Housing Code Administrator

**HOUSING MAINTENANCE INSPECTION**

Performs maintenance inspections of residential properties in accordance with Title 20 and related City Codes. Inspections are conducted on both request and a monitoring basis. Prepares Condemnation cases on dangerous and unsafe structures in accordance with City Policy and State Statute. Inspects reroof, reside and wrecking of residential structures in accordance with Title 18 and related City Codes. Inspects residential structures to be moved either inside or out of the city and performs ownership verification of parcels affected by public works projects.

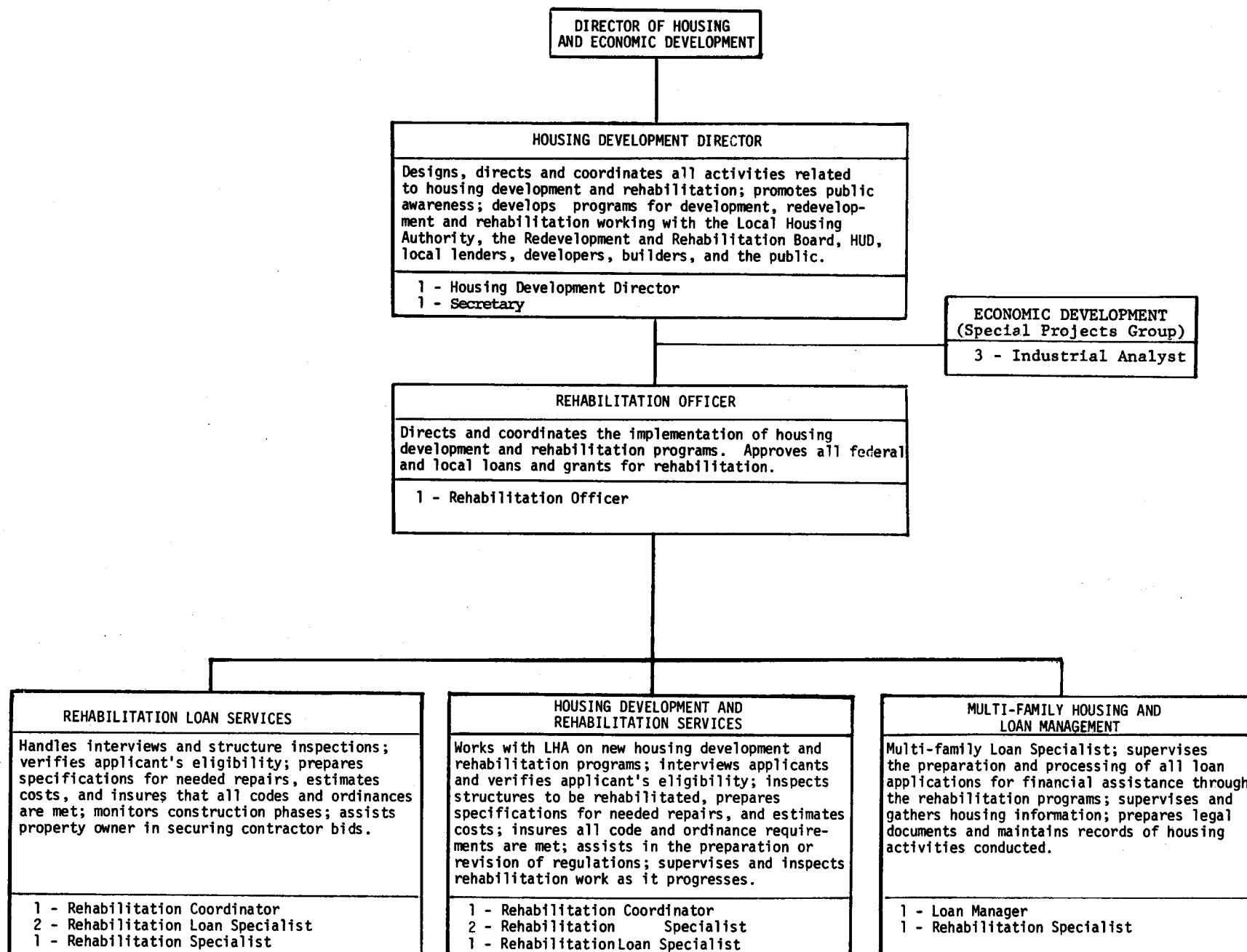
1 - Chief Housing Inspector  
1 - Inspector II  
3 - Inspector I  
\*2 - Inspector I

**ZONING, LICENSING & SIGN INSPECTION**

Enforces Title 28, Zoning Ordinance and related City Codes on both a request and area monitoring basis. Performs licensing functions in conjunction with zoning on Amusement Parks and Rides, Dances and Dance Halls, Motor Vehicle Wrecking, Home Occupations, Cereal Malt Beverages, Oil and Gas Wells, Trailer and Trailer Camps, Fencing, Borrow, Sand & Gravel Pits, etc. Enforces Maintenance requirements of Screening in accordance with Sub-division Regulations and Community Unit Plan/Planned Unit Developments. Inspects all new permanent sign installations for conformance to Titles 24 and 28 as well as enforcing the temporary sign provisions. Periodic maintenance inspections are conducted on all existing signs.

1 - Inspector II  
4 - Inspector I

\* Federal (CDBG)



This Division is totally funded by Federal funds.

**DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT****ECONOMIC AND INDUSTRIAL DEVELOPMENT DIVISION**

Coordinates and supervises economic and industrial development functions for the department. Administers and makes division recommendations on City's IRB program. Serves as liaison official between City Departments and industry on area industrial development activities.

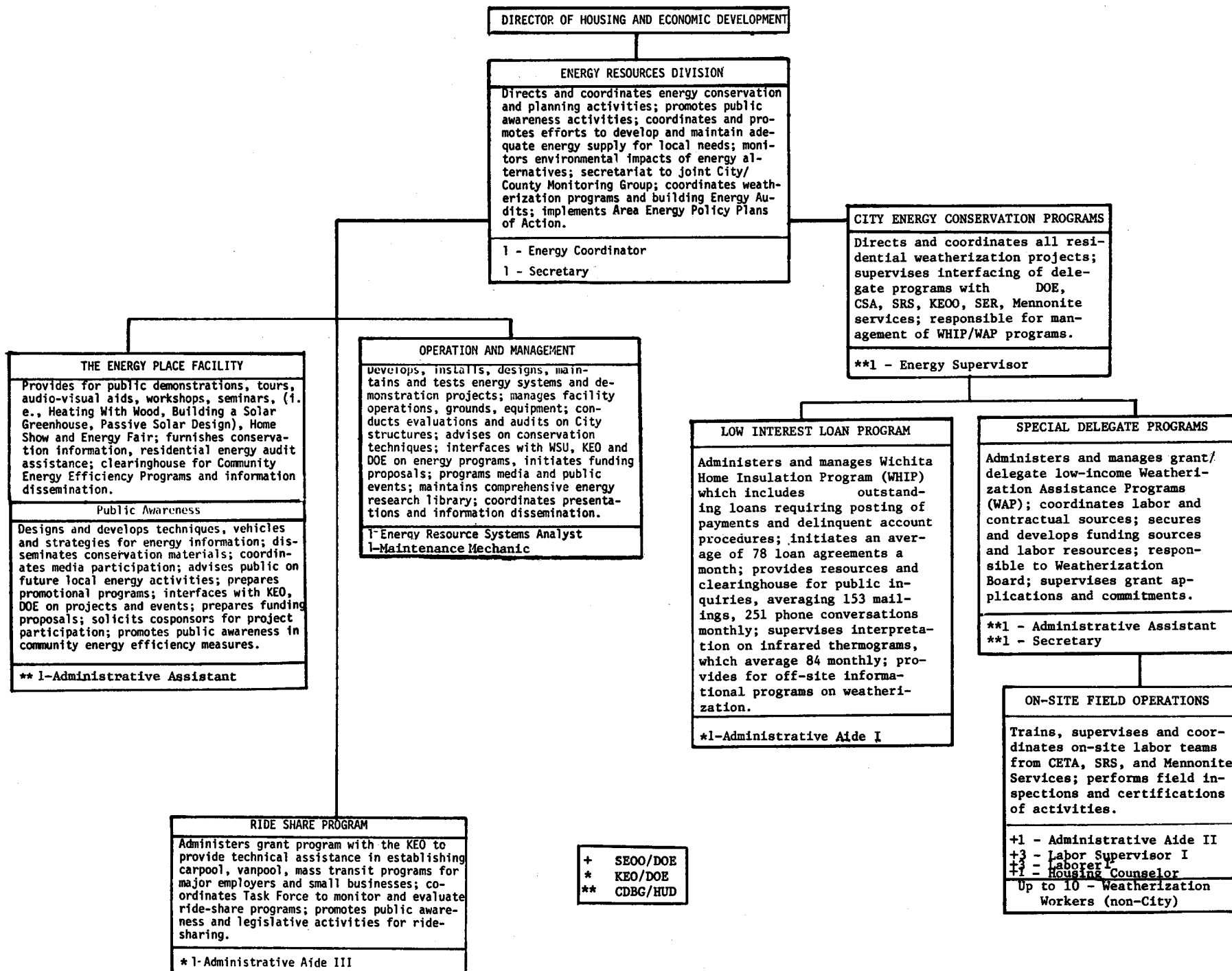
Monitors and administers funding requests for City/Chamber of Commerce economic development contract. Participates at state level with activities sponsored by the Kansas Cavalry and the Kansas Association of Commerce and Industry.

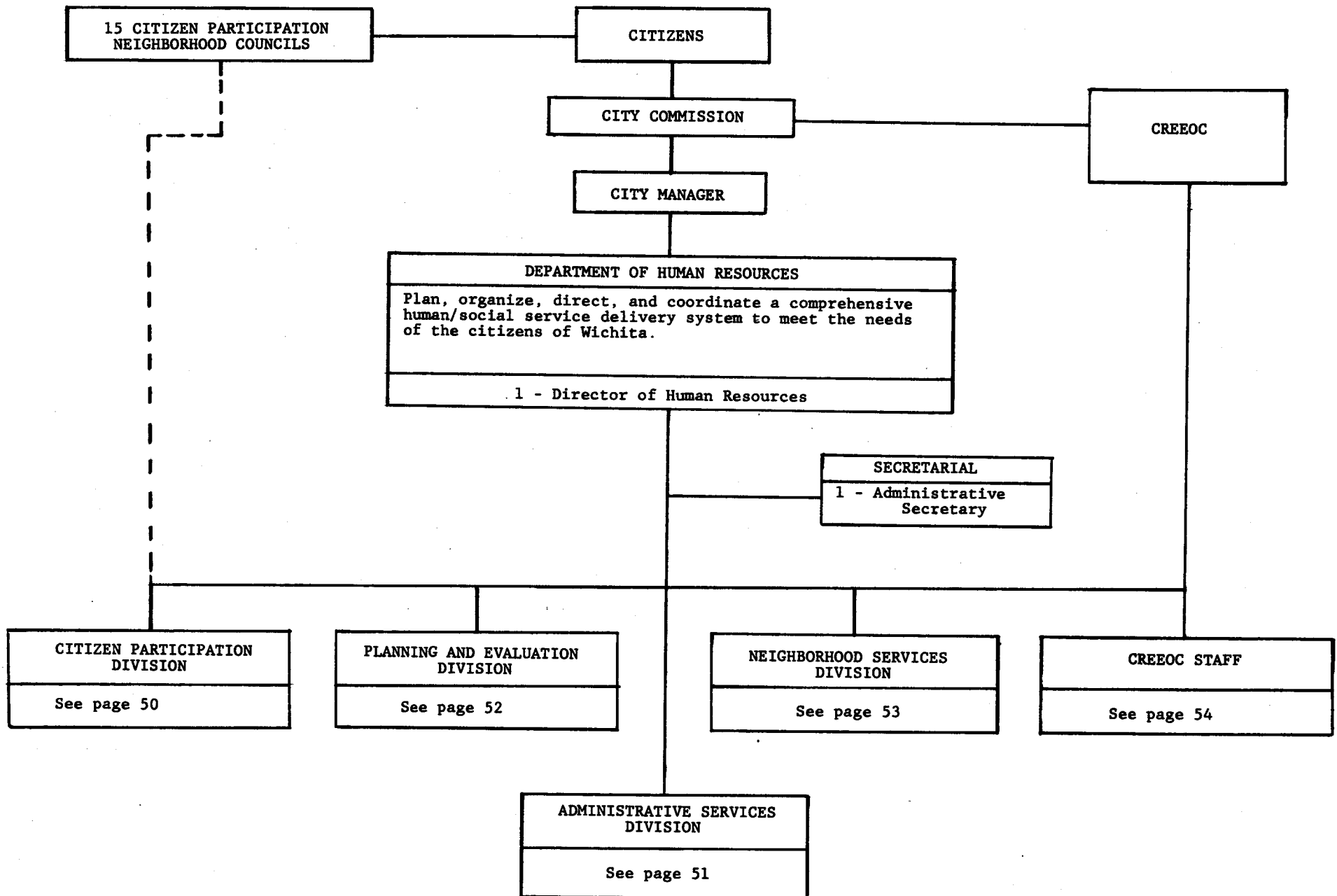
1 - Economic and Industrial Development Officer

**SERVICES TO INDUSTRY**

Schedules and conducts initial meetings of all industrial revenue bond applications between applicant, bond underwriter, and legal counsel. Processes all IRB proposal correspondence and coordinates effort within other applicable City departments. Reviews IRB contractual documents and provides opinion to legal department as to the validity of the documents. Works with all economic development groups toward the betterment of Wichita. Continues to function as liaison between industry and City government with visits to local industry officials. Performs special assignments as required.

2 - Industrial Analyst

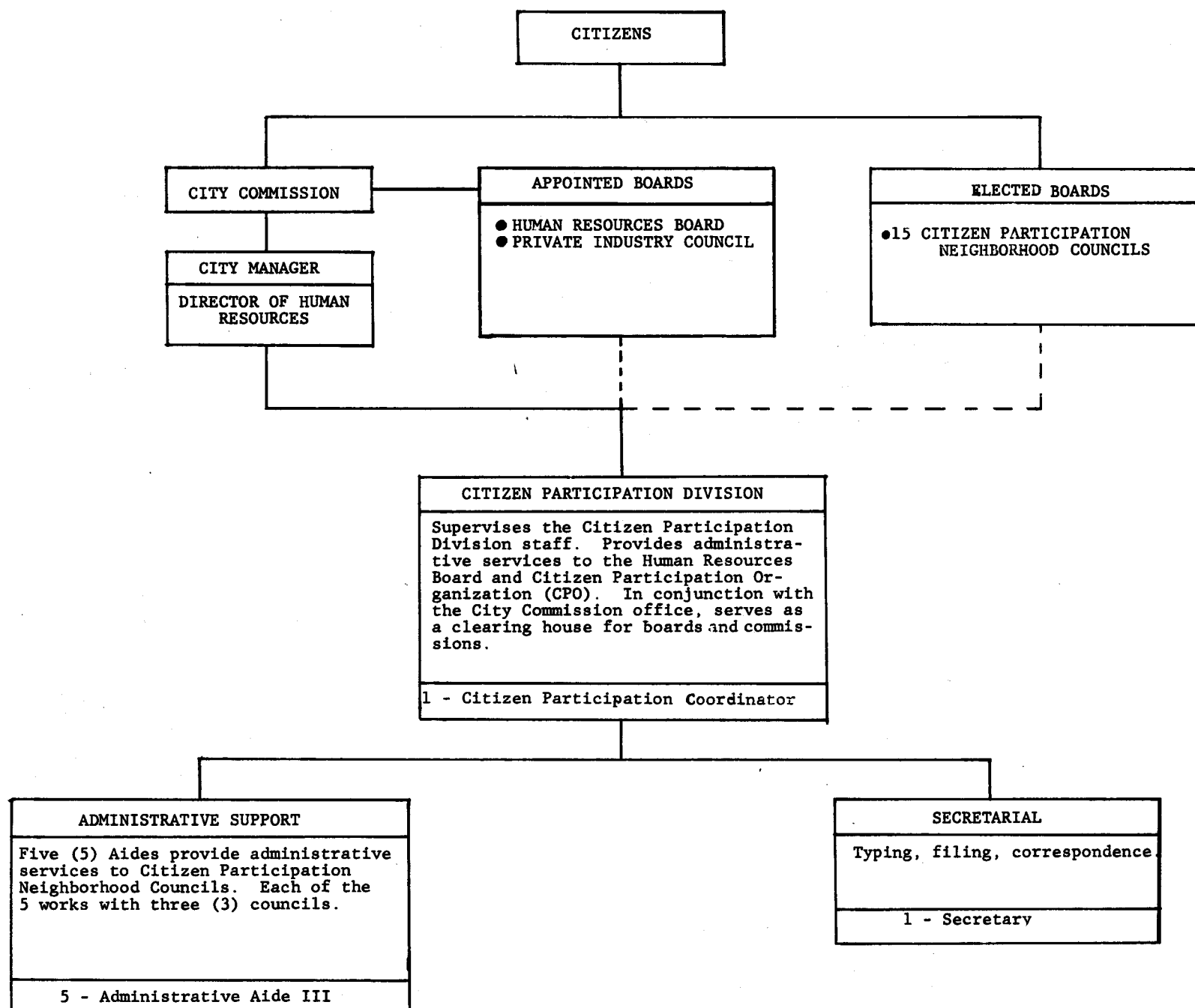




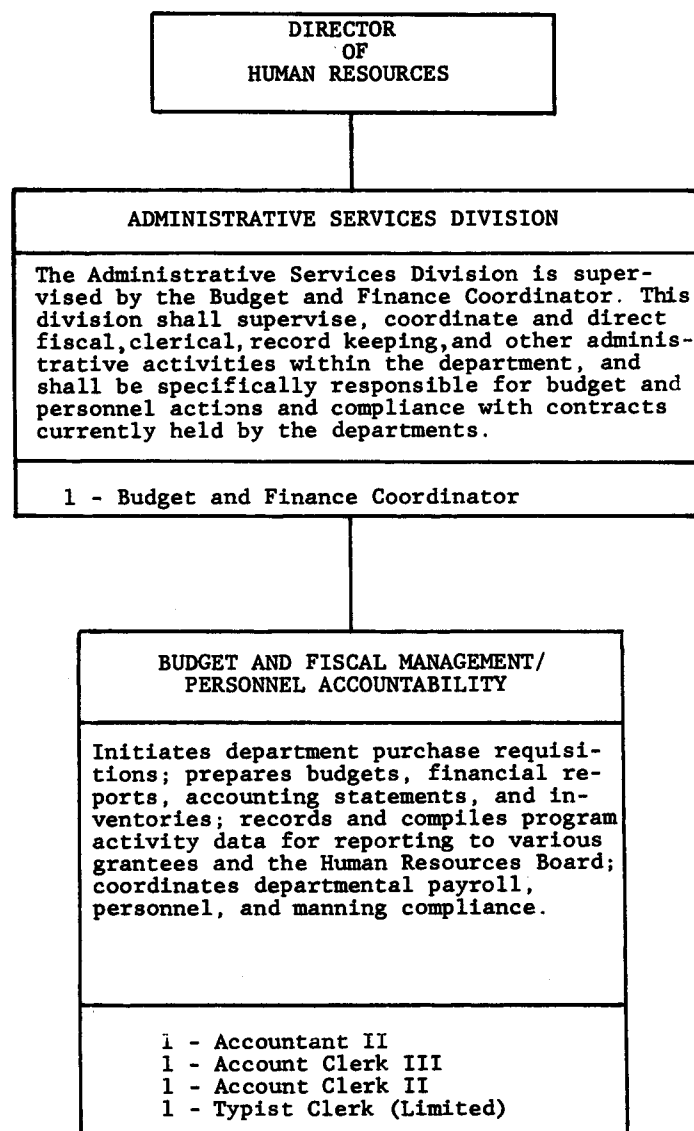
The Citizen Participation Division, Planning and Evaluation Division and CREEOC staff provide support to several advisory boards not shown on the above chart. These advisory boards are shown on the following division pages, however.

The two positions listed above are funded from federal sources, including the Department of Labor Services Block Grant (CSBG) program.

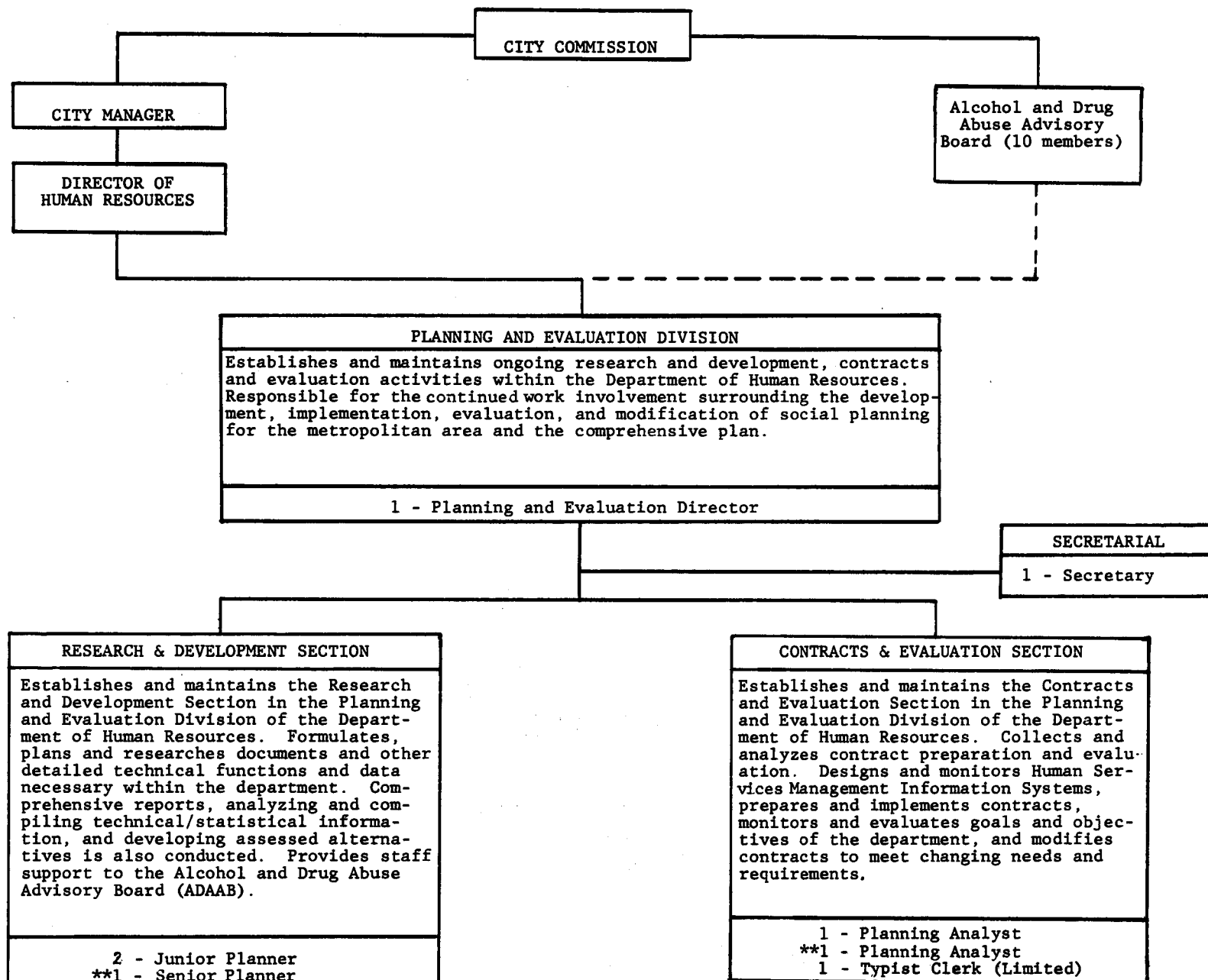
and Community



This division is funded entirely by federal funds, including grants from the Community Development Block Grant (CDBG) program, the Department of Labor, and the Community Services Block Grant (CSBG) program.

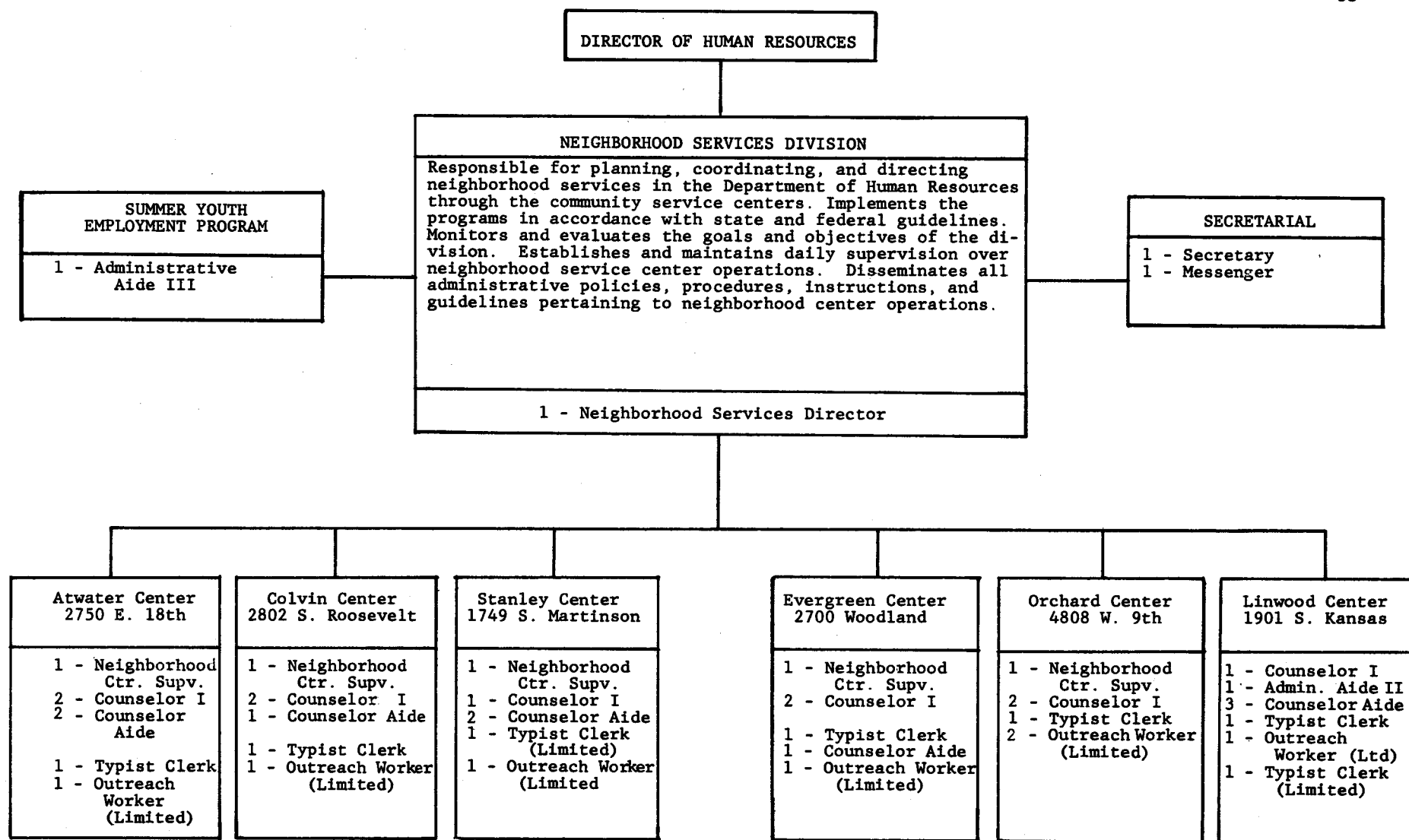


This division is funded by grants from the Community Service Block Grant (CSBG) program, Department of Labor and private club liquor tax revenues in the Special Alcohol Programs Fund.

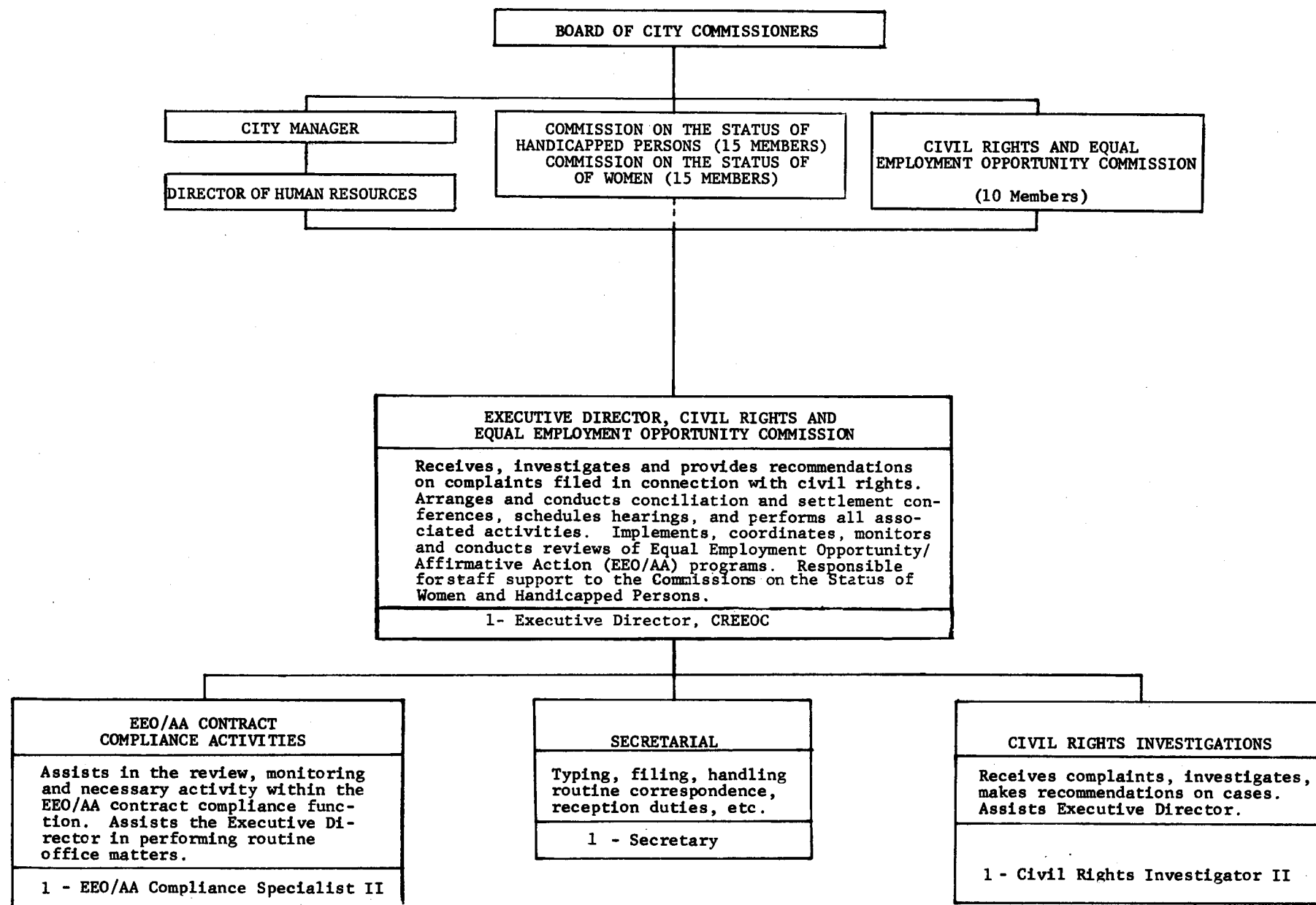


This division is funded by grants from the Community Services Block Grant (CSBG) program, the Department of Labor and private club liquor tax revenues in the Special Alcohol Programs Fund.

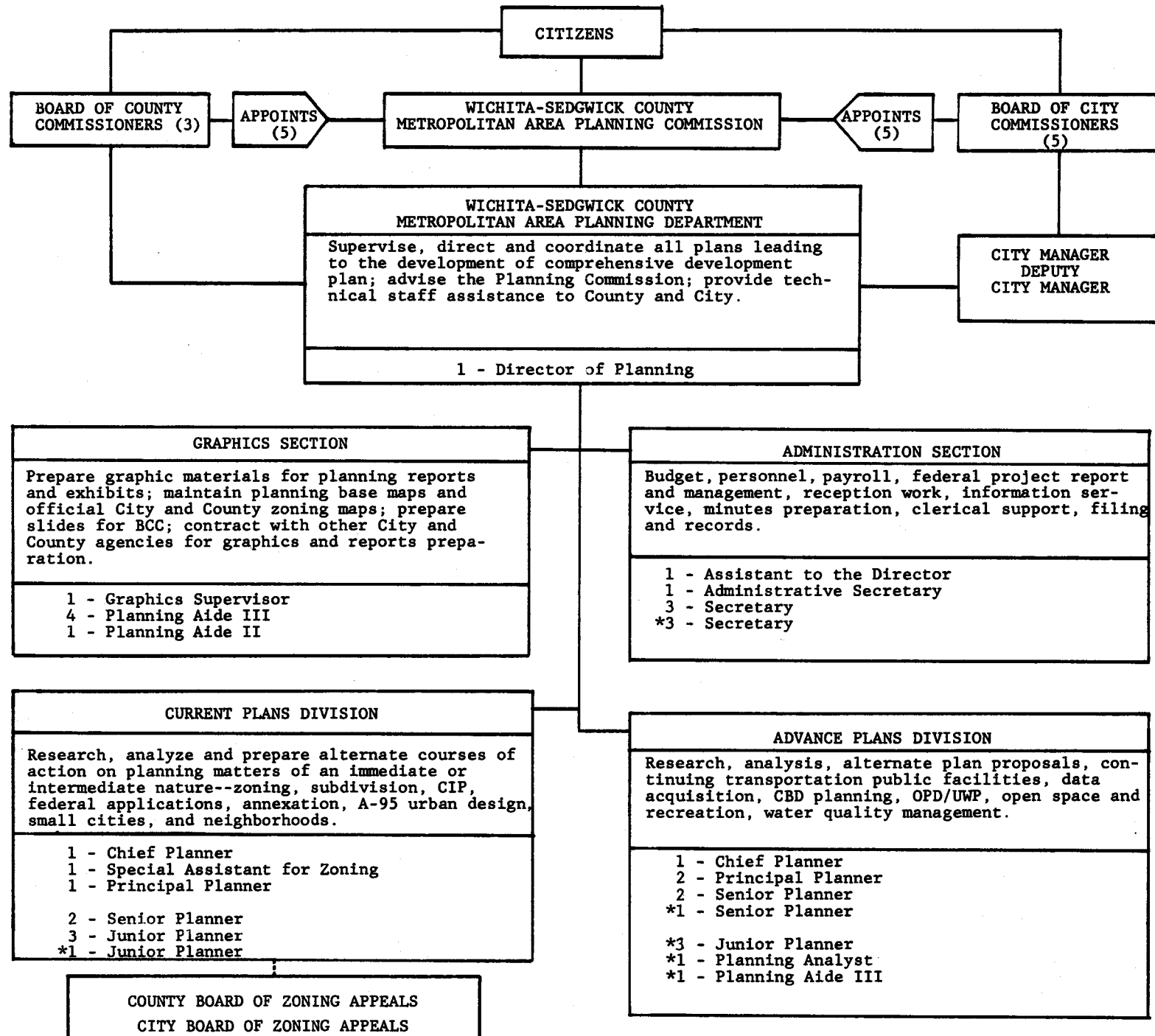
**\*\*Special Alcohol Program Fund**

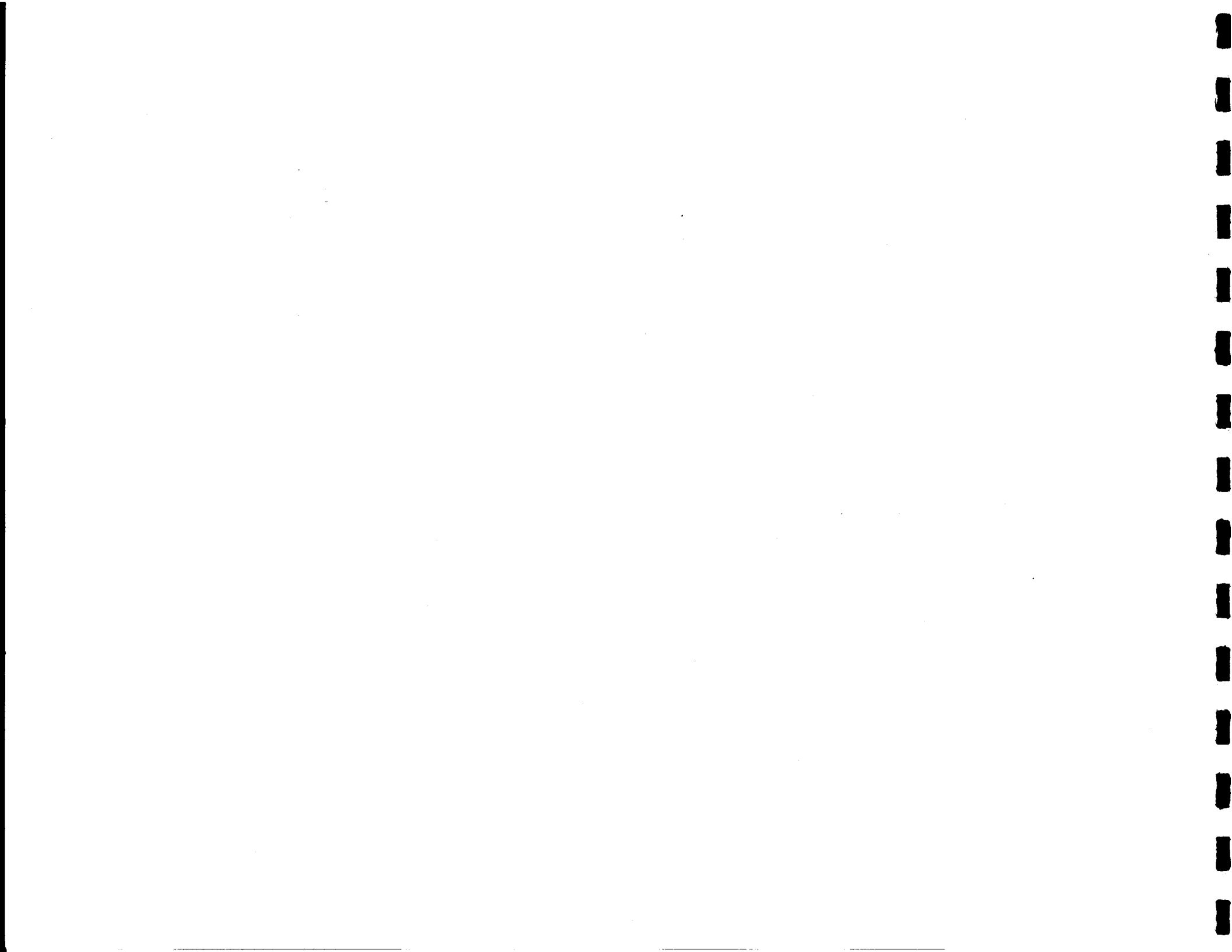


This division is funded by grants from the Community Services Block Grant (CSBG) program, the Department of Labor and the Community Development Block Grant (CDBG) program.



NOTE: This division is entirely funded from local General Fund revenues.





CITY MANAGER  
DEPUTY CITY MANAGER

DEPARTMENT OF OPERATIONS AND MAINTENANCE

Responsible for integrating operations and maintenance activity in the following specific areas: maintenance and cleaning of streets, bridges and sidewalks; service and repair of motor vehicles and other equipment within both the Official Motor Pool and the Equipment Motor Pool; installation and maintenance of traffic signals, signs and lane markings; maintenance of the flood control system; operation of the weed mowing and noxious weed control programs; closing former landfill sites, and operation of snow removal and ice control program. Responsible for coordinating departmental activities with those of other departments and agencies. Responsible for overseeing operation of Brooks Landfill by private contractor.

1 - Director of Operations and Maintenance

ADMINISTRATIVE RESEARCH AND  
PLANNING SECTION

Assist Director in coordinating departmental activities. Conduct management research and analysis. Conduct on-going review of departmental performance. Maintain City land records.

Responsible for overall development and administration of department's budget. Manage and maintain records. Perform cost accounting,

payroll preparation and damage case reports, issue various permits and licenses, including those for housemoving, sidewalks and pavement cuts.

1 - Assistant to the Director

1 - Account Clerk III

1 - Secretary

1 - Administrative Aide I

SECRETARIAL

1 - Administrative  
Secretary

FLEET MAINTENANCE  
DIVISION

See page 58

TRAFFIC OPERATIONS  
AND MAINTENANCE DIVISION

See page 59

STREET SERVICES DIVISION

See page 60

LITTER CONTROL DIVISION

See page 62

# DIRECTOR OF OPERATIONS AND MAINTENANCE

## FLEET MAINTENANCE DIVISION

Responsible for the repair, maintenance and management of all vehicles and other equipment included in both the Official Motor Pool and the Equipment Motor Pool. Coordinate division's operations with those of user activities. Responsible for security operation, repair and maintenance of buildings and grounds at the Central Maintenance Facility, 1801 S. McLean Boulevard.

- 1 - Fleet Maintenance Director
- 2 - Administrative Aide I

### CENTRAL MAINTENANCE ACTIVITY

Provide radio dispatching for Operations and Maintenance divisions. Repair and maintain Central Maintenance Facility.

- 1 - Maintenance Mechanic Supervisor
- 1 - Radio Dispatcher

### EQUIPMENT MAINTENANCE SECTION

Responsible for repair and maintenance of all Equipment Motor Pool equipment. Coordinate the purchase of replacement vehicles and equipment. Conduct preventative maintenance program.

- 1 - Fleet Maintenance Supervisor
- 1 - Equipment Maintenance Supervisor
- 1 - Account Clerk II

### OFFICIAL MOTOR POOL SECTION

Repair, maintain and fuel Official Motor Pool vehicles. Conduct preventative maintenance program. Make service calls to vehicles disabled in the field.

#### FIRST SHIFT

- 1 - Equipment Maintenance Supervisor
- 1 - Chief Mechanic
- 1 - Auto Mechanic Supervisor
- 5 - Automotive Mechanic
- 2 - Automotive Mechanic Helper
- 1 - Storekeeper II

#### SECOND SHIFT

- 1 - Auto Mechanic Supervisor
  - 1 - Automotive Mechanic Helper
- Note: A Police Lt. serves as liaison on this shift.

### SHIFT OPERATIONS

Repair equipment. Perform preventative maintenance. Make service calls to vehicles/equipment disabled in the field.

#### FIRST SHIFT

- 4 - Automotive Mechanic
- 1 - Automotive Service Worker

#### SECOND SHIFT

- 1 - Chief Mechanic
- 4 - Automotive Mechanic

#### THIRD SHIFT

- 1 - Chief Mechanic
- 1 - Automotive Mechanic Supervisor
- 3 - Automotive Mechanic
- 1 - Automotive Service Worker

#### WEEKENDS & HOLIDAYS

- 3 - Automotive Mechanic Supervisor
- 2 - Automotive Service Worker

### PARTS AND MATERIALS STORES

Maintain parts and materials stores. Procure and issue parts and materials. Conduct inventories.

- 1 - Storekeeper III (1st Shift)
- 1 - Storekeeper II (2nd Shift)
- 1 - Storekeeper II (3rd Shift)

DIRECTOR OF OPERATIONS AND MAINTENANCE

59

TRAFFIC OPERATIONS AND MAINTENANCE DIVISION

Responsible for installation and maintenance of traffic signals, signs, pavement markings, and parking meters. Coordinate work activities with other divisions, departments and agencies.

1 - Traffic Operations and Maintenance Director  
1 - Administrative Assistant

SECRETARIAL

1 - Secretary

FIELD OPERATIONS SUPERVISOR

Supervise field personnel in installation and maintenance of traffic signals, signs, pavement markings and parking meters.

1 - Traffic Maintenance Supervisor

SIGNAL INSTALLATION AND MAINTENANCE

1 - Signal Supervisor  
1 - Electronics Technician II

INSTALLATION

Electrical work for installing new and upgrading existing signals.

1 - Signal Technician  
3 - Signal Electrician

MAINTENANCE

Conduct preventative maintenance. Perform emergency maintenance and repairs on a 24-hour, 7-day basis, including holidays.

1 - Signal Technician  
3 - Signal Electrician

INSTALLATION AND MAINTENANCE OF PAVEMENT MARKING/  
SIGNS/PARKING METERS, AND UNDERGROUND CONSTRUCTION.

1 - General Supervisor II

TRAFFIC SIGNING

Fabricate, install and maintain all traffic signs.

1 - Sign Painter  
1 - Traffic Signal Mechanic  
2 - Maintenance Worker

PAVEMENT MARKING

Install and maintain pavement markings with paint, thermoplastic and reflective buttons.

1 - Labor Supervisor I  
1 - Traffic Signal Mechanic  
1 - Equipment Operator II  
3 - Maintenance Worker

UNDERGROUND  
SIGNAL CONSTRUCTION

Install underground conduit, foundations and service boxes for new traffic signals.

2 - Traffic Signal Mechanic  
2 - Maintenance Worker

PARKING METER SHOP

Install and maintain parking meters. Conduct traffic volume counts.

1 - Maintenance Mechanic Supervisor  
1 - Maintenance Mechanic

STREET SERVICES DIVISION

Responsible for emergency repair and scheduled maintenance of streets, bridges, sidewalks, alleys, roadside drainage easements, flood control projects and sub-station buildings. Also responsible for overseeing operation of the Brooks Landfill by private contractor, and the final closure plan for Brooks and Chapin Landfill sites.

- 1 - Street Services Director
- 1 - Administrative Assistant for Operation and Maintenance
- 1 - Administrative Aide I

SECRETARIAL

- 1 - Secretary

PAVEMENT AND SIDEWALK INSPECTION

Inspect pavement cuts made by private contractors, utility companies and other City departments. Supervise construction of driveways and sidewalks by private contractors.

- 4 - Street Inspectors

FLOOD CONTROL AND LANDFILL SECTION

Responsible for emergency repair and scheduled maintenance, including grading, natural waterway reconstruction, stream debris removal, fencing and turbing of the Flood Control project, and covering the two landfill sites in accordance with the State-approved plan.

- 1 - Flood Control and Landfill Supervisor
- 1 - Administrative Aide II

STREET MAINTENANCE SECTION

See page 61

FLOOD CONTROL MAINTENANCE

Repair erosion damage. Grade and reconstruct waterways. Remove debris, mow, turf, fence and spray. Perform stream flow and test well measurements.

- 1 - Engineering Aide II

HEAVY EQUIPMENT OPERATIONS

- 1 - General Supervisor II
- 8 - Equipment Operator II-Heavy

UTILITY OPERATIONS

- 1 - Labor Supervisor II
- 5 - Equipment Operator I
- 5 - Equipment Operator I (Seasonal)

LANDFILL ACTIVITY

Provide cover at landfill sites where dumping is complete (Chapin site and east side of Brooks site).

- 1 - Equipment Operator II - Supv.
- 3 - Equipment Operator II - Heavy

## STREET SERVICES DIRECTOR

## STREET MAINTENANCE SECTION

Responsible for both emergency and scheduled repairs, maintenance and resurfacing of all paved and unpaved streets and alleys.

- 1 - Street Maintenance Supervisor
- 1 - Assistant Street Maintenance Supervisor

## ADMINISTRATIVE SUPPORT

Provide administrative services, including record maintenance, daily operation reports and payroll.

- 1- Administrative Aide II

## ENGINEERING SUPPORT

Establish grades and right-of-ways and perform other support work for zone activities. Investigate drainage problems, and inspect railroad crossings.

- 1 - Engineering Aide III
- 1 - Engineering Aide II

## ALLEY MAINTENANCE

Maintain alleys in all four zones.

- 1 - Equipment Operator II Supv.
- 1 - Equipment Operator II
- 2 - Equipment Operator I

## ZONE ACTIVITIES

Perform routine maintenance of streets and right-of-way, including grading, patching and surface repairs.

WEST SUBSTATION

- 1 - General Supervisor II

ZONE 1

- 1 - Labor Supervisor II
- 5 - Equipment Operator II
- 5 - Equipment Operator I
- 1 - Laborer I

ZONE 2

- 1 - Labor Supervisor II
- 6 - Equipment Operator II
- 3 - Equipment Operator I

NORTHEAST SUBSTATION

- 1 - General Supervisor II

ZONE 3

- 1 - Labor Supervisor II
- 7 - Equipment Operator II
- 4 - Equipment Operator I
- 1 - Laborer I

ZONE 4

- 1 - Labor Supervisor II
- 4 - Equipment Operator II
- 5 - Equipment Operator I
- 1 - Laborer

## INTER-ZONE ACTIVITIES

Perform major maintenance operations, including repairing, overlay, stabilization, joint-crack sealing, mud-jacking and surface sealing.

- 2 - Labor Supervisor II
- 2 - Equipment Operator II Supervisor
- 7 - Equipment Operator II
- 11 - Equipment Operator I
- 1 - Laborer I (Seasonal)

DIRECTOR OF OPERATIONS AND MAINTENANCE

LITTER CONTROL DIVISION

Responsible for planning, directing and coordinating all street sweeping, flushing, salting, sanding, snow plowing and other street cleaning operations. Responsible for developing a comprehensive weed mowing and noxious weeds eradication program, including lot cleanup.

1 - Litter Control Director

SECRETARIAL

1 - Secretary

STREET SWEEPING AND SNOW REMOVAL SECTION

Sweep residential areas during day hours, and core area and arterials at night, using mechanical sweepers. Manually pick up litter and trash on medians and along major thoroughfares. Pick up trash from core area public trash receptacles. Responsible for coordinating all snow removal and ice control operations.

1 - Street Cleaning Supervisor  
1 - General Supervisor II

DAY OPERATIONS

1 - Labor Supervisor II  
12 - Equipment Operator II  
2 - Equipment Operator I  
2 - Laborer I

NIGHT OPERATIONS

1 - Labor Supervisor I  
4 - Equipment Operator II  
1 - Equipment Operator I

LITTER COLLECTION

1 - Equipment Operator I  
1 - Equipment Operator I (Downtown Sweeping)\*\*

WEED MOWING AND NOXIOUS WEEDS ACTIVITIES

Mow weeds on public right-of-way. Mow weeds on private property per ordinance. Spray noxious weeds.

1 - General Supervisor I

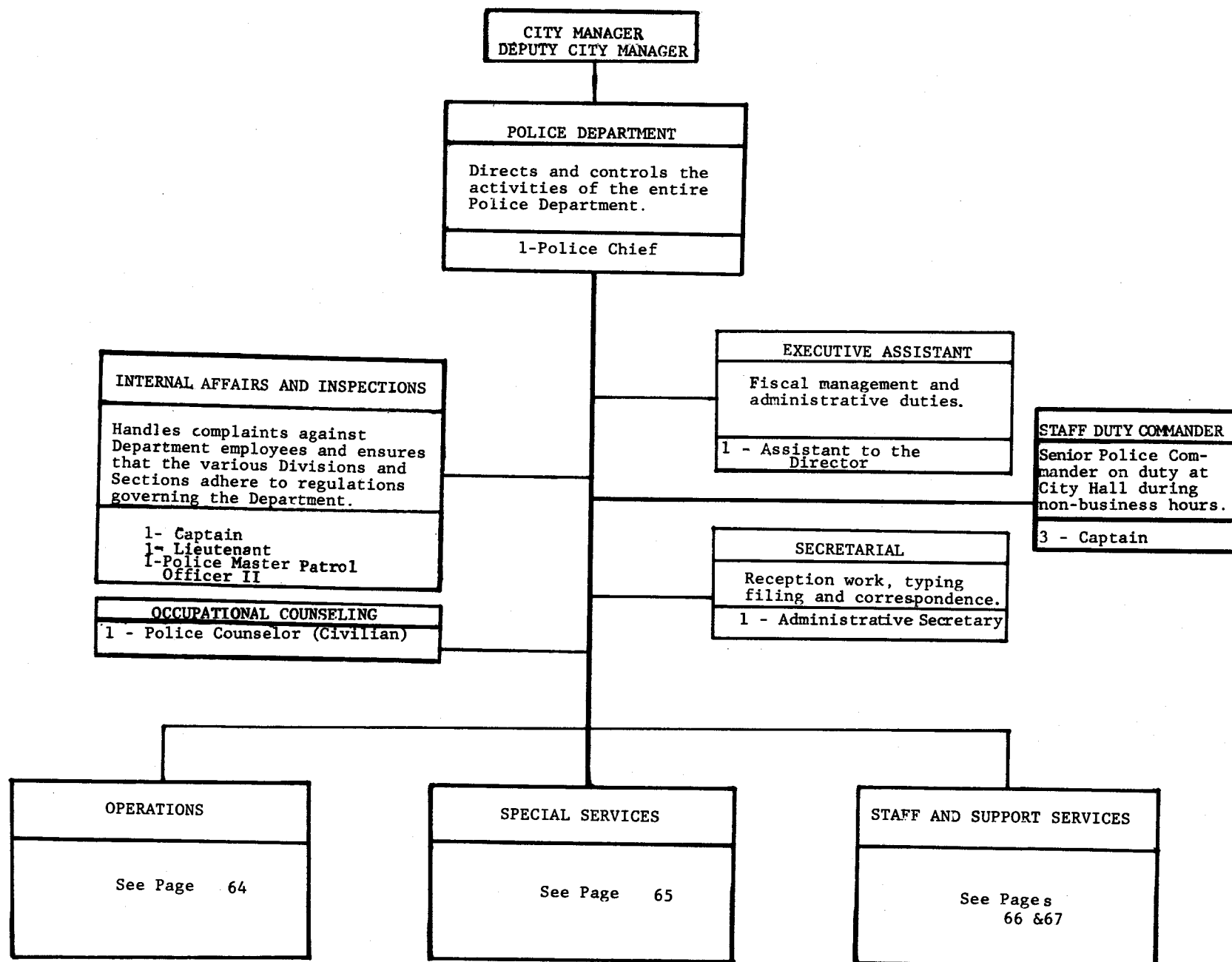
WEED MOWING

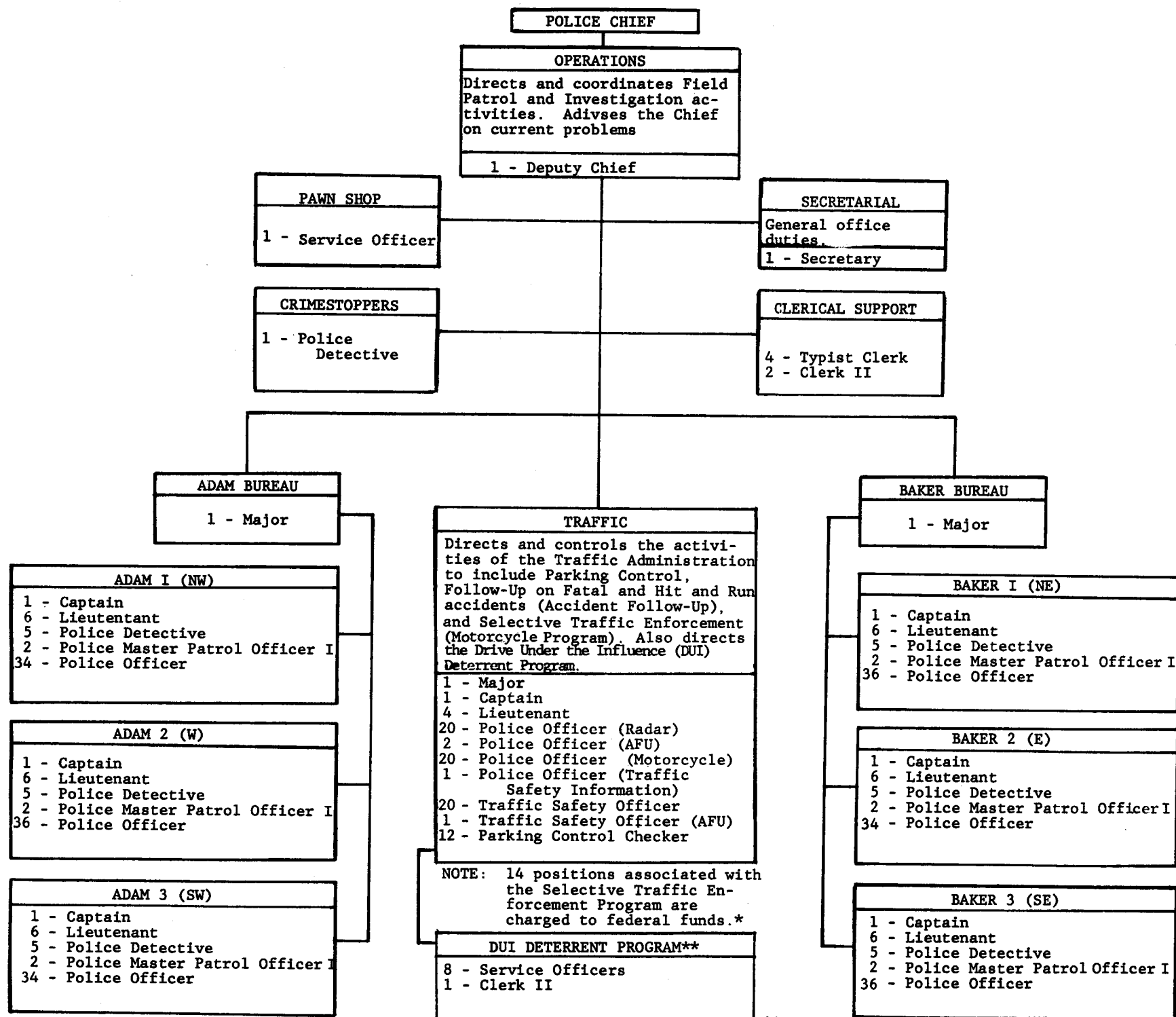
1 - Labor Supervisor I  
21 - Equipment Operator I (Seasonal)  
1 - Account Clerk II (Seasonal)  
2 - Account Clerk I (Seasonal)

NOXIOUS WEEDS

1 - Equipment Operator II  
2 - Equipment Operator I (Seasonal)

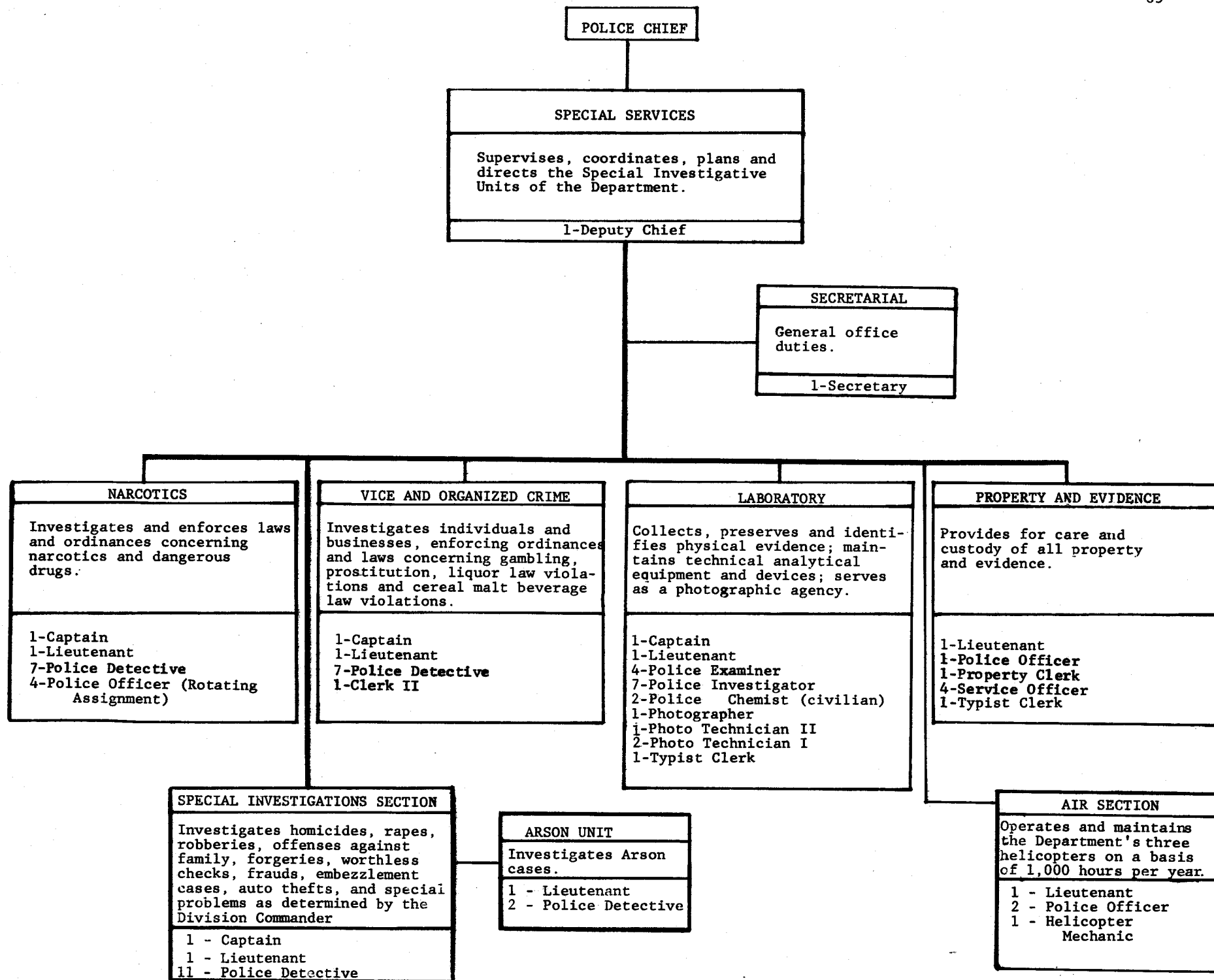
\*\*This position is funded by the City and the Wichita Chamber of Commerce for downtown sidewalk sweeping and litter control.

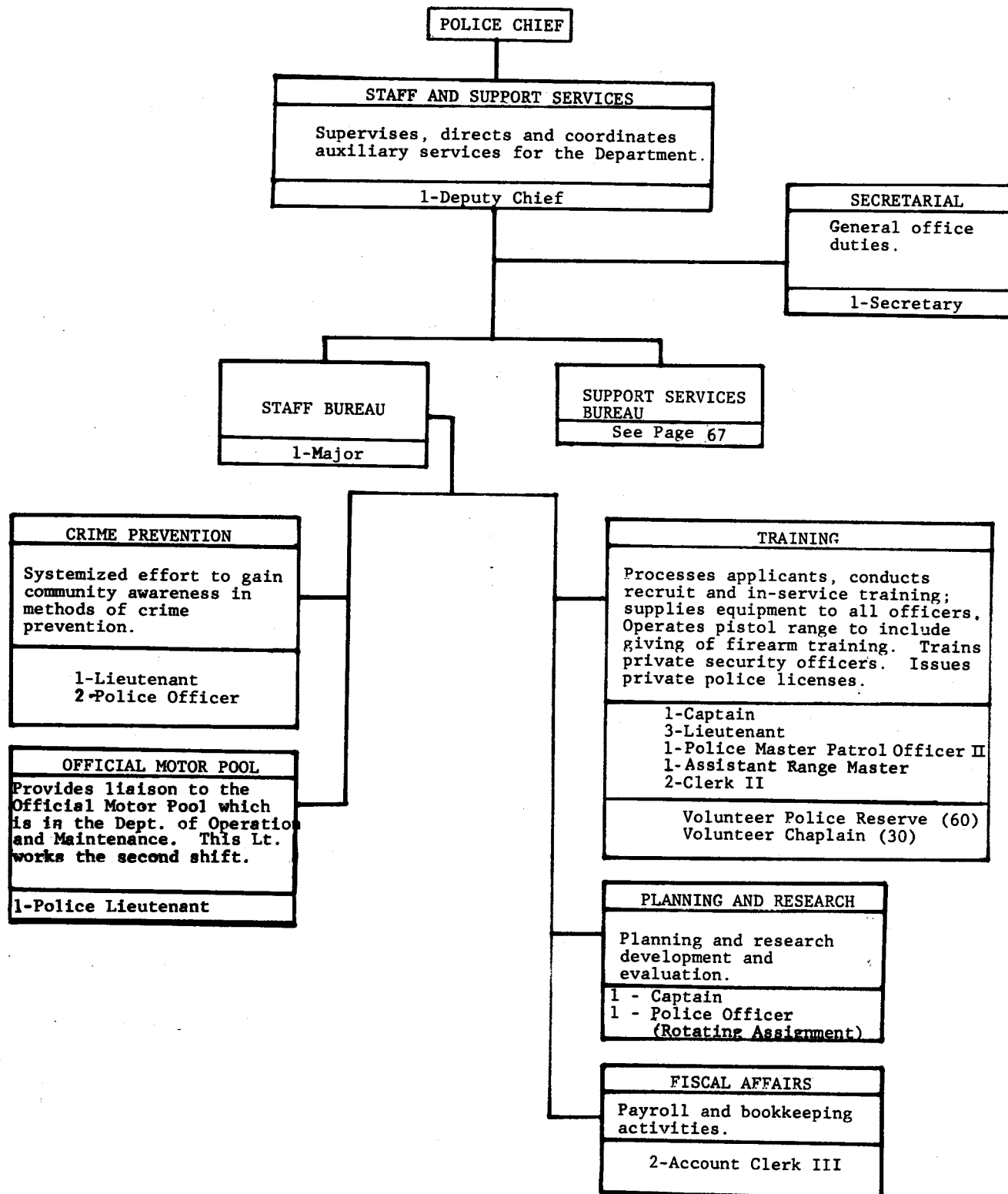




\*Federal Selective Traffic Grant

\*\*Federal Grant





DEPUTY CHIEF FOR  
STAFF AND SUPPORT SERVICES

SUPPORT SERVICES  
BUREAU

1-Major

DATA PROCESSING

Receives and files all cases and criminal history data. Operates computer terminals to include entering and retrieving data.

1 - Captain  
5 - Lieutenant  
2 - Police Programmer  
3 - Police Master Patrol Officer I  
3 - Service Officer  
1 - Printing Press Operator II  
3 - Clerk II  
4 - Data Entry Operator I  
20 - Typist Clerk  
5 - Clerk I  
18 - Data Control Clerk  
1 - Emergency Service Dispatcher

Police/Sheriff  
Spider System

BOOKING DESK

Books and processes department prisoners.

5 - Lieutenant  
5 - Service Officer

COURT SERVICES

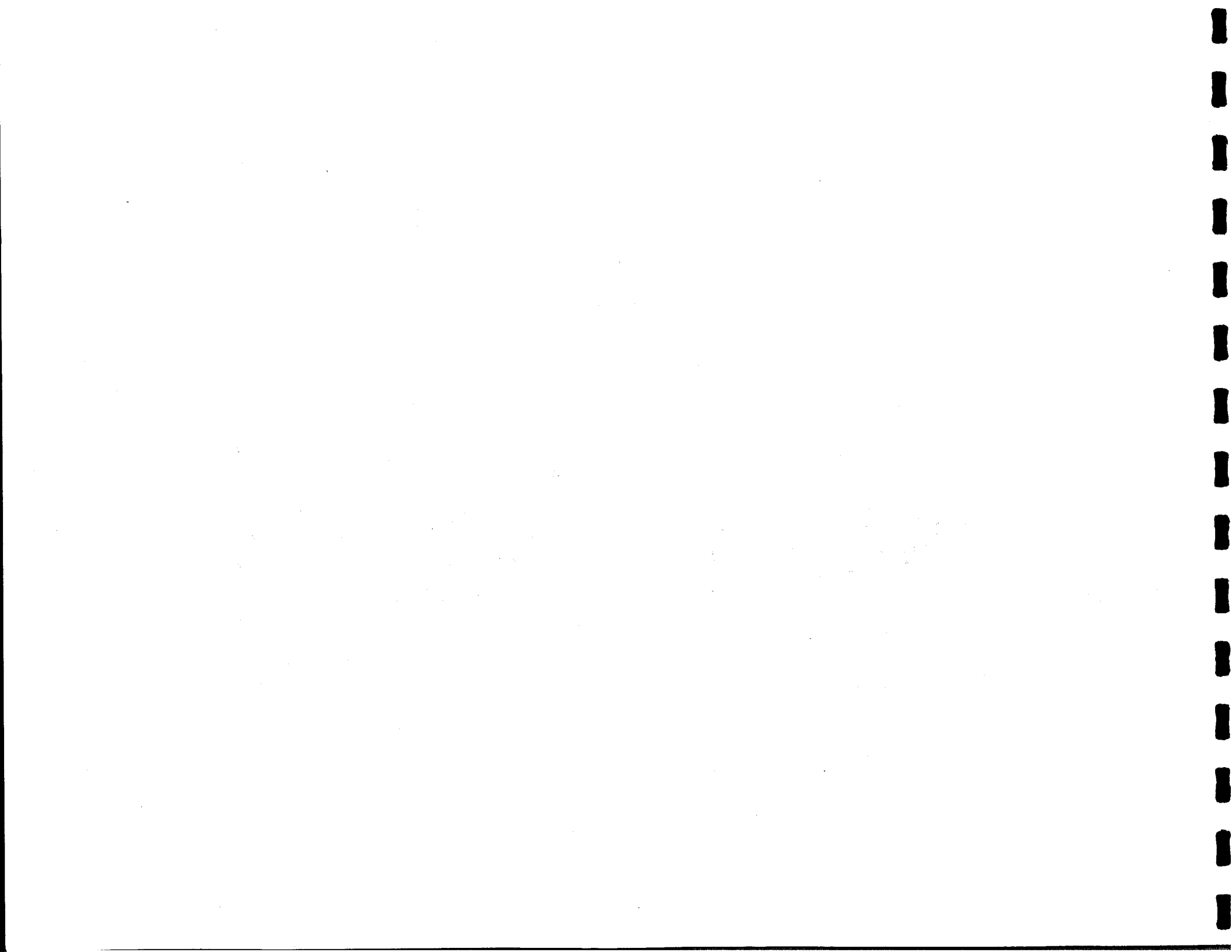
Serves as a liaison to City and County Courts. Serves and processes traffic and criminal warrant for Municipal Court.

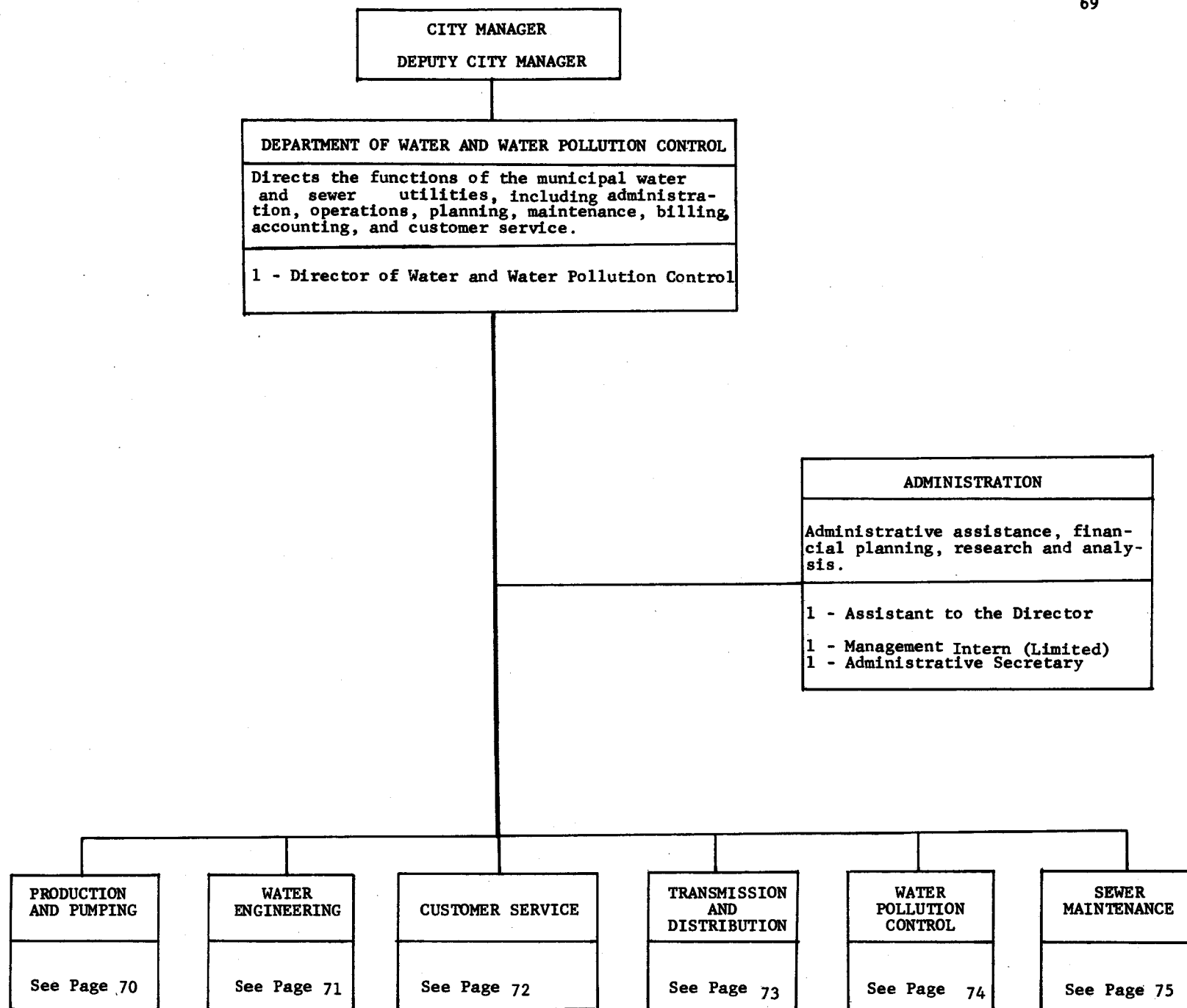
(District Court and  
Liaison Office Municipal Court)

2-Lieutenant  
1-Police Master Patrol Officer II  
1-Detective

Warrant Office

1-Lieutenant  
15-Warrant Officer I  
1-Warrant Officer II  
1-Data Control Clerk  
3 Data Entry Operator I





**DIRECTOR OF WATER & WATER POLLUTION CONTROL**

**WATER PRODUCTION AND PUMPING DIVISION**

Directs the operation and maintenance of the source of supply, purification, pumping facilities and lime slurry disposal, so an adequate supply of potable water is available as demands require.

1 - Chief Engineer, Water Production and Pumping

1 - Typist Clerk

**SOURCES OF SUPPLY**

**EQUUS BEDS**

Operates and maintains all water supply wells, power, transmission, and communication systems to the well fields.

1 - Water Supply Supervisor  
1 - Electrician II  
1 - Electrician I  
1 - Maintenance Worker  
1 - Utility Worker I (Seasonal)

**CHENEY**

Operates and maintains Cheney Reservoir and Pump Station, and power, transmission, and communication lines to Cheney Reservoir.

1 - Water Supply Supervisor  
1 - Maintenance Mechanic  
1 - Utility Worker I (Seasonal)

**LABORATORY AND TREATMENT**

1 - Laboratory Director

**OPERATIONS**

Operates the sources of supply, treatment processes, lime slurry disposal, and high service pump station. Performs routine chemical analysis.

5 - Water System Oper.

**LABORATORY**

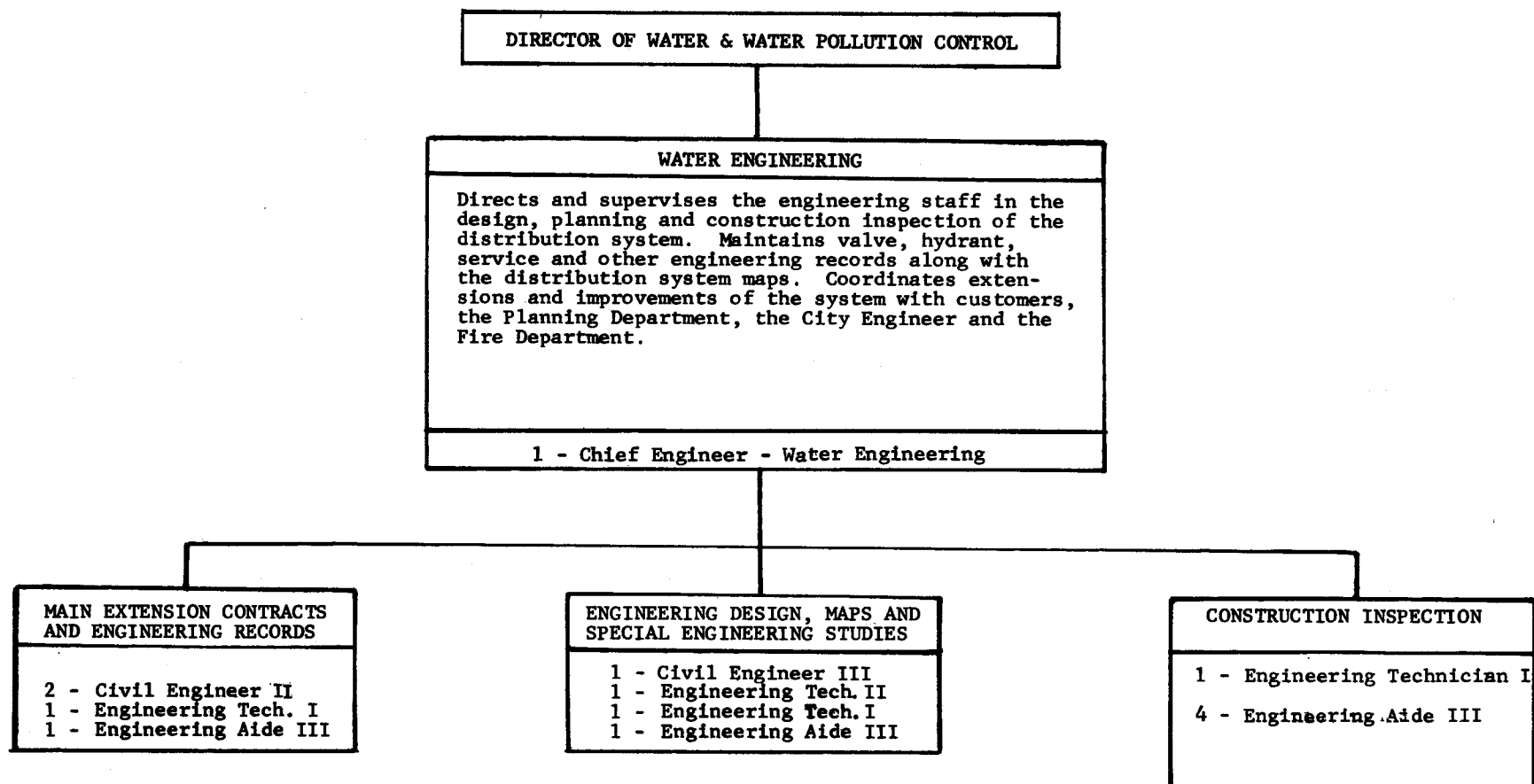
Assures that Wichita meets all water and water pollution control standards, and that delivered water is of highest possible quality.

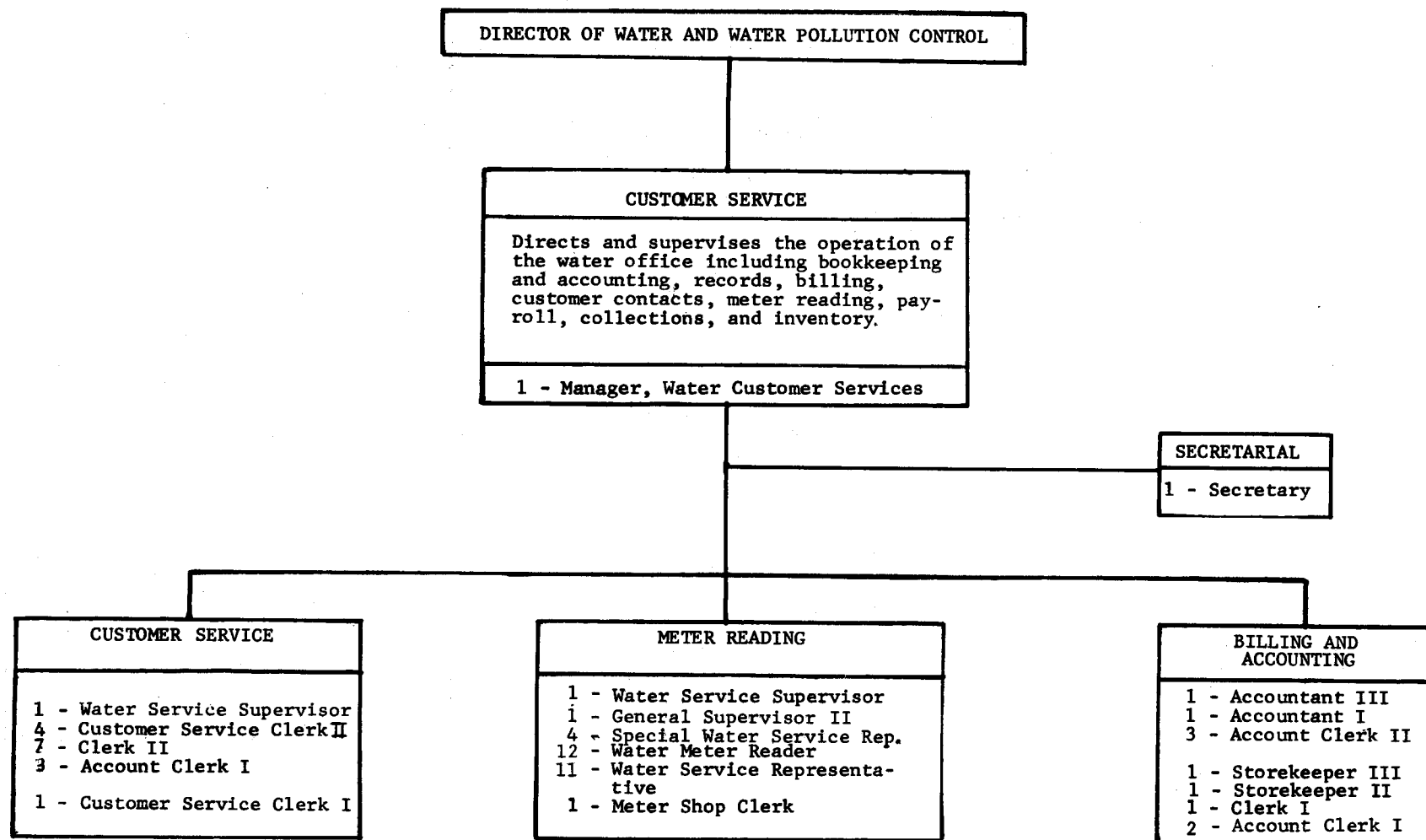
2 - Water Chemist  
1 - Bacteriologist II  
6 - Laboratory Technician

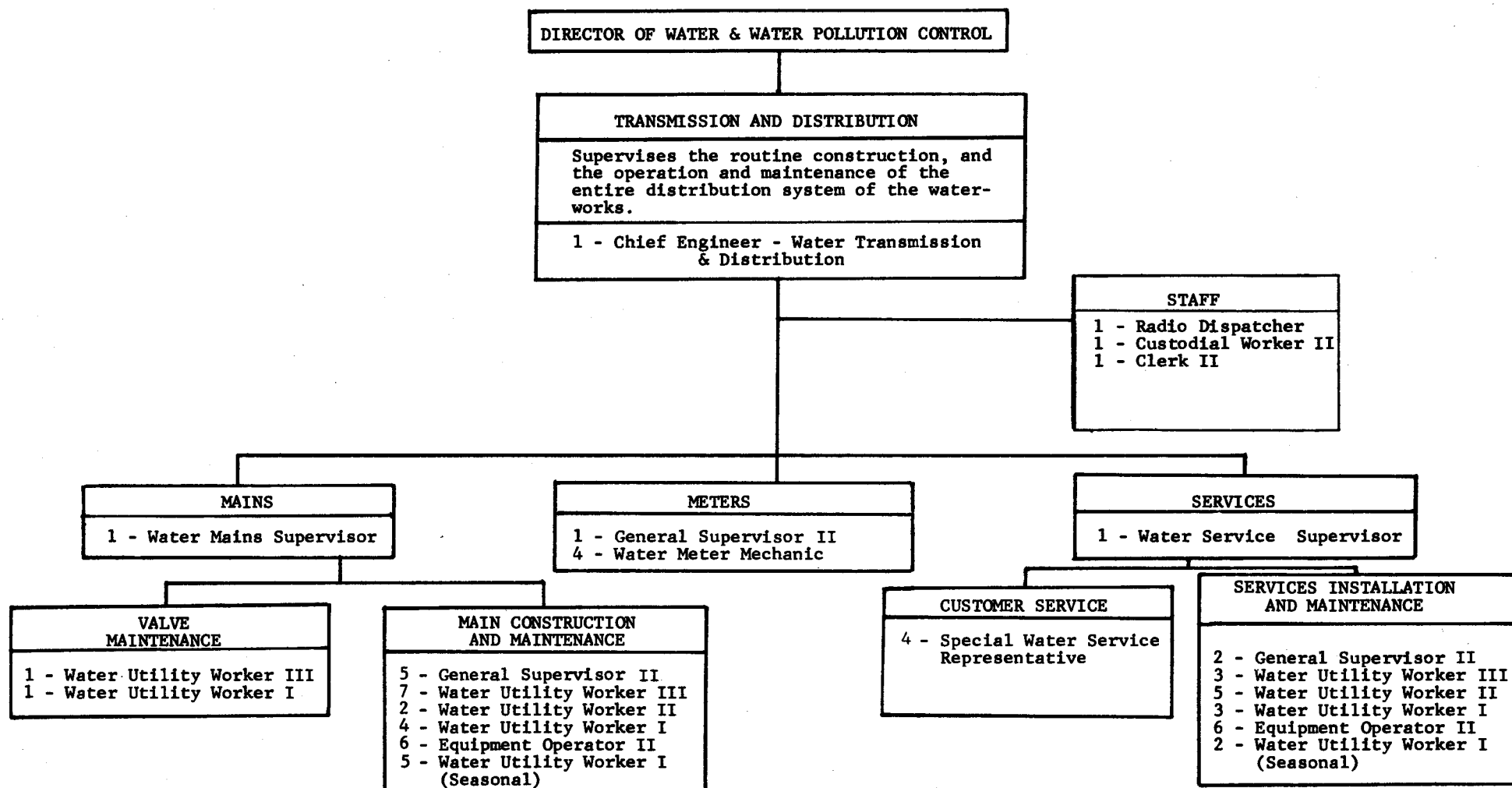
**MAINTENANCE**

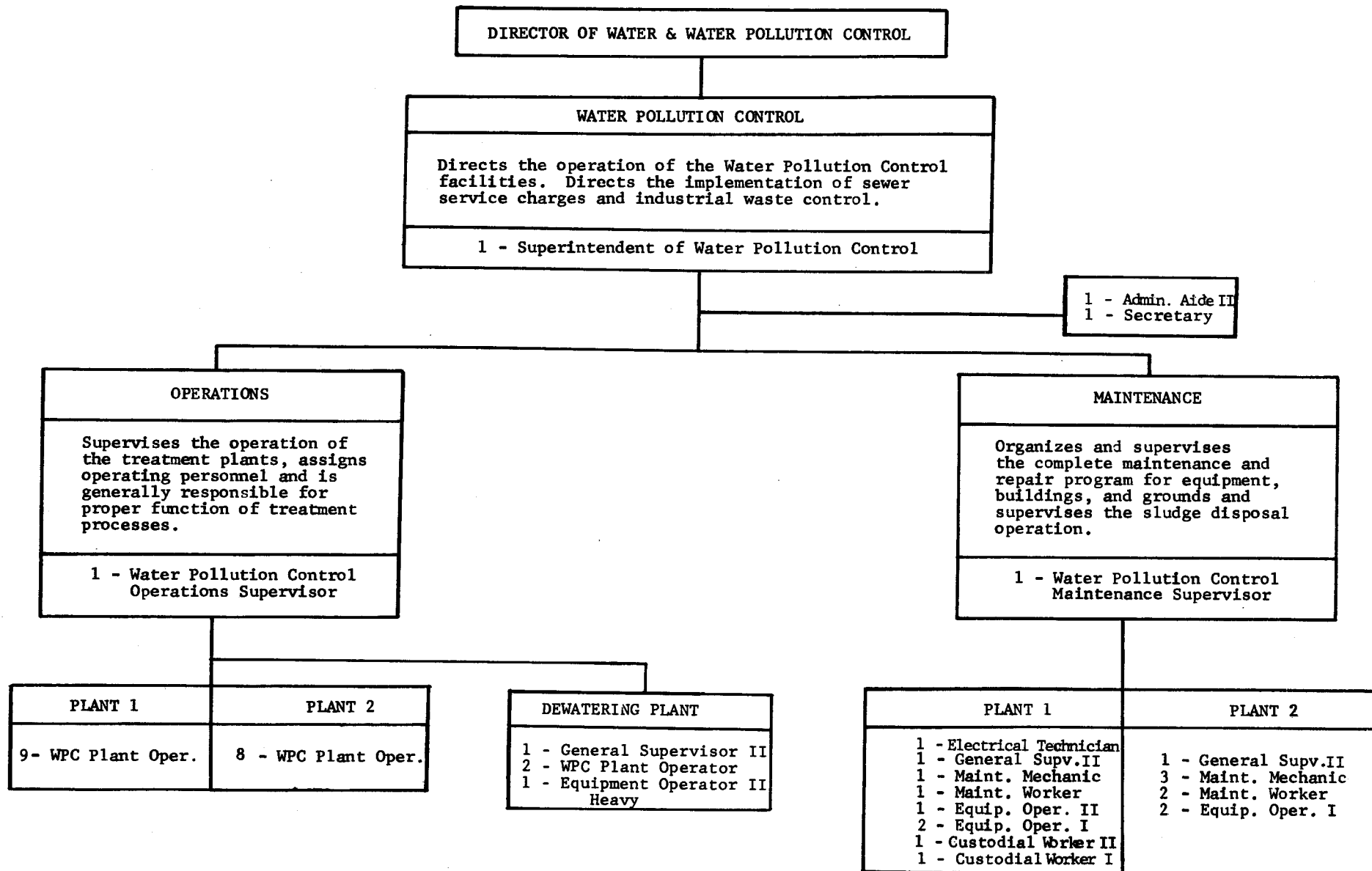
Directs a complete maintenance program on all facilities used in the treatment and pumping of water and disposal of lime slurry.

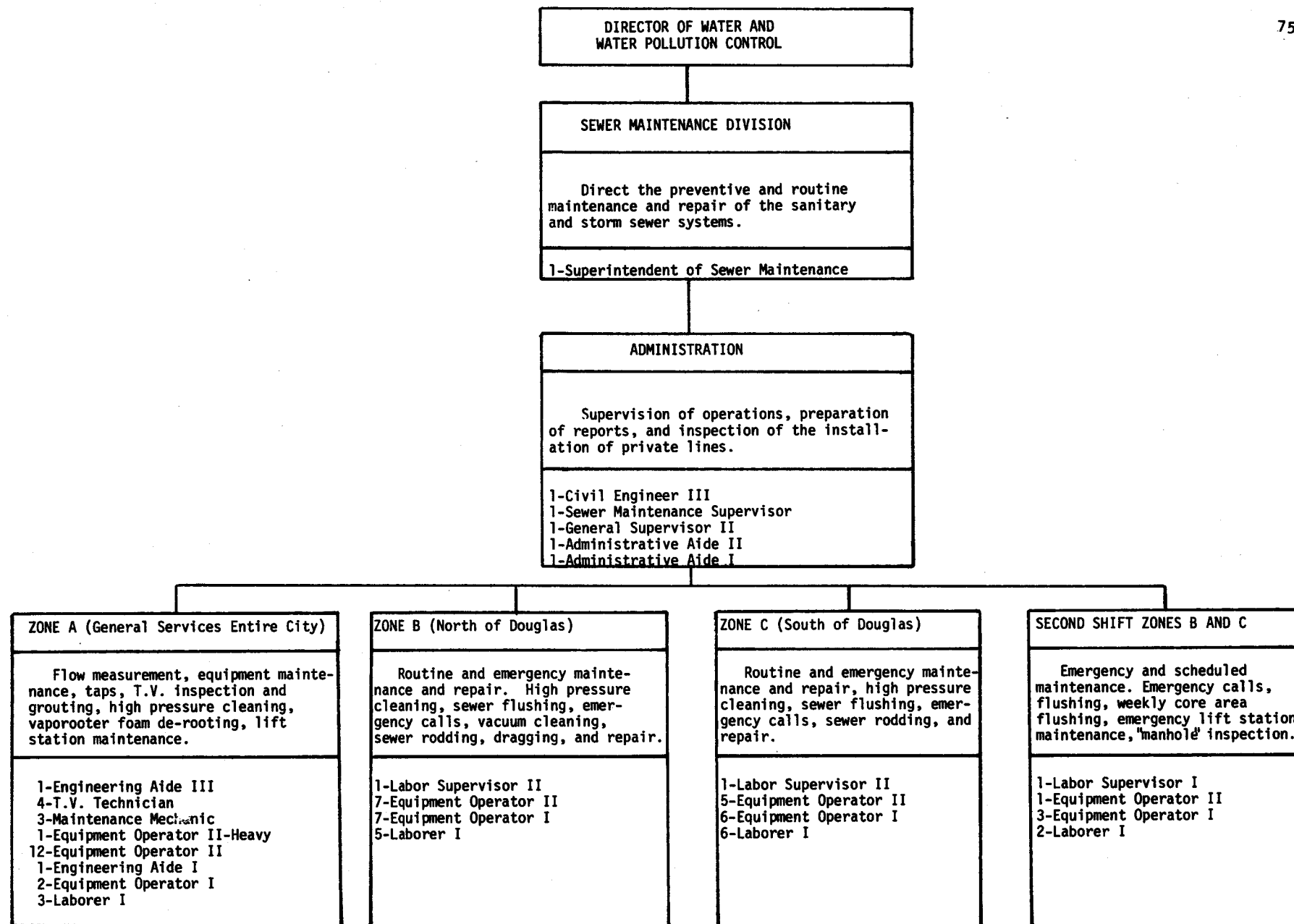
1 - Water Production Maintenance Superv.  
1 - Water Maintenance Supervisor  
3 - Chief Mechanic  
8 - Maintenance Mechanic  
3 - Maintenance Worker  
1 - Electronics Technician II  
3 - Equipment Operator II  
1 - Custodial Worker II  
1 - Custodial Worker I  
3 - Utility Worker I (Seasonal)  
1 - Electronics Technician I  
1 - Electrician I

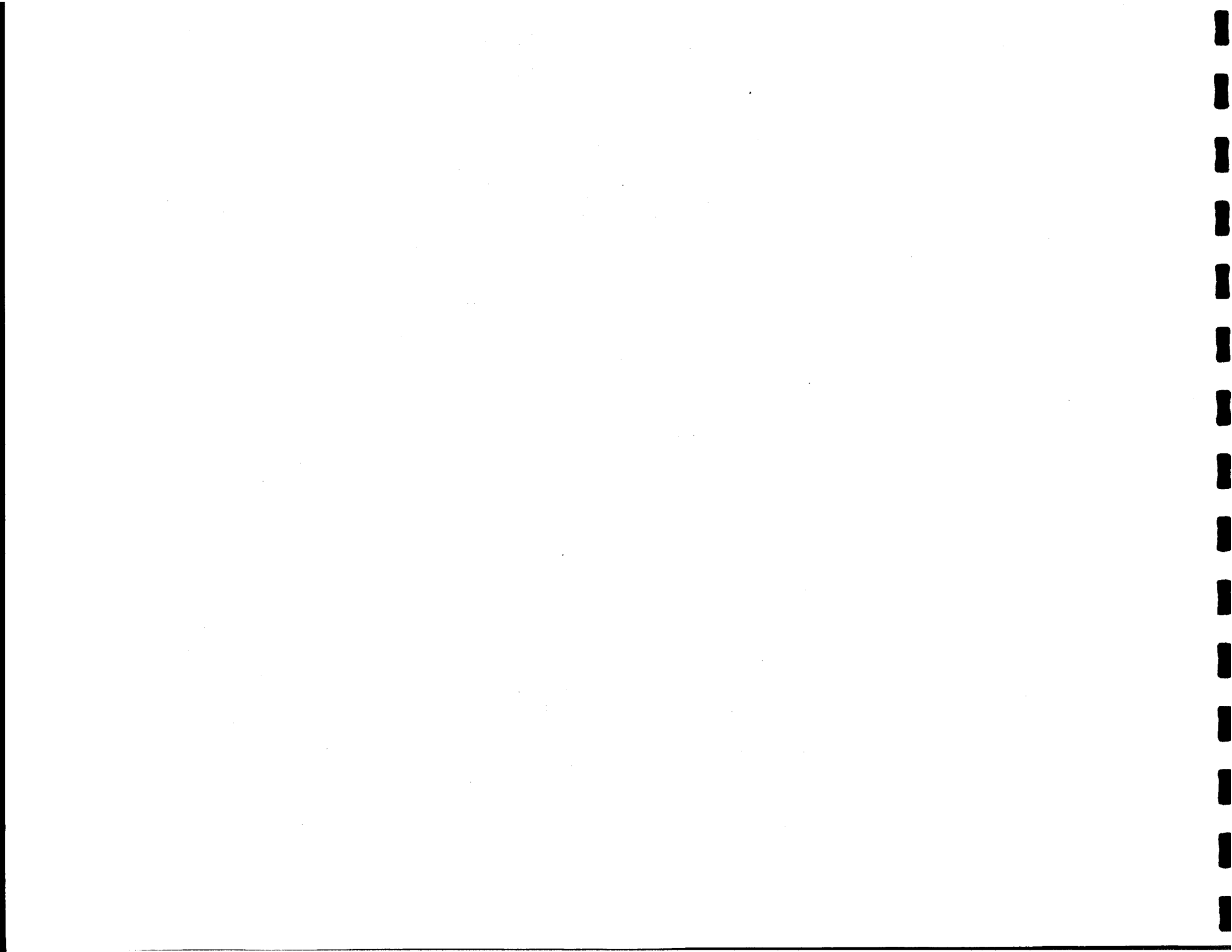


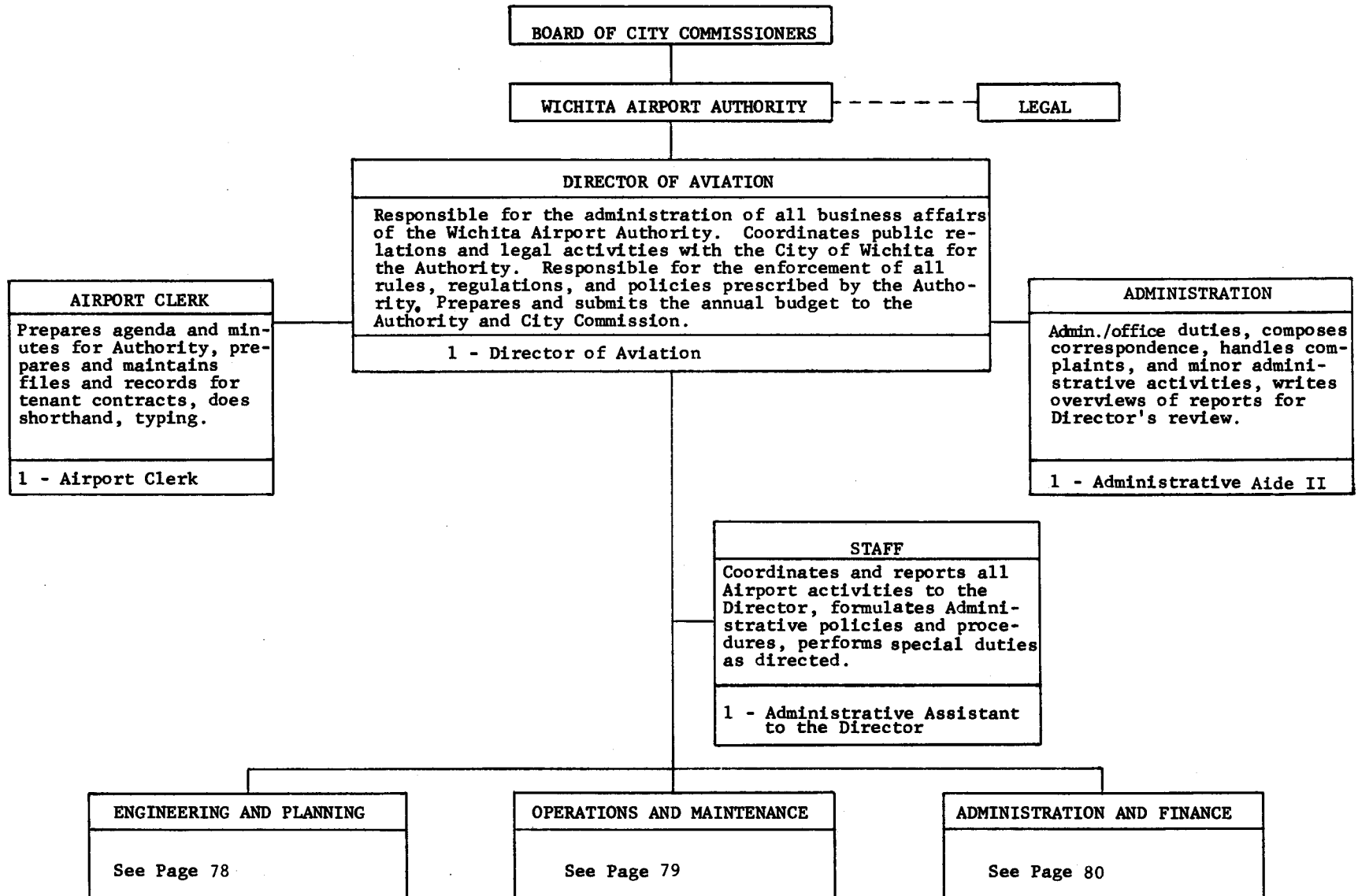


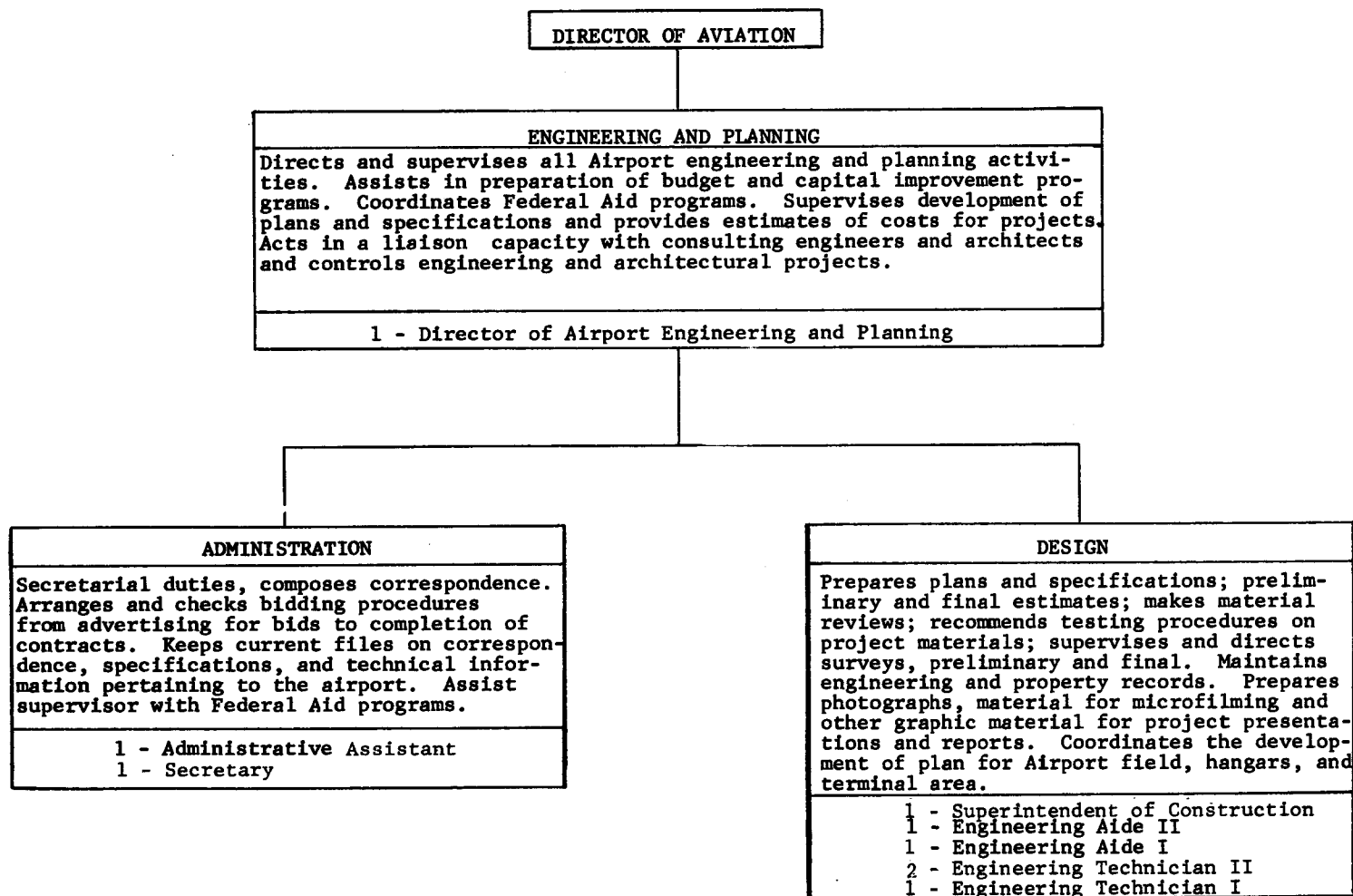


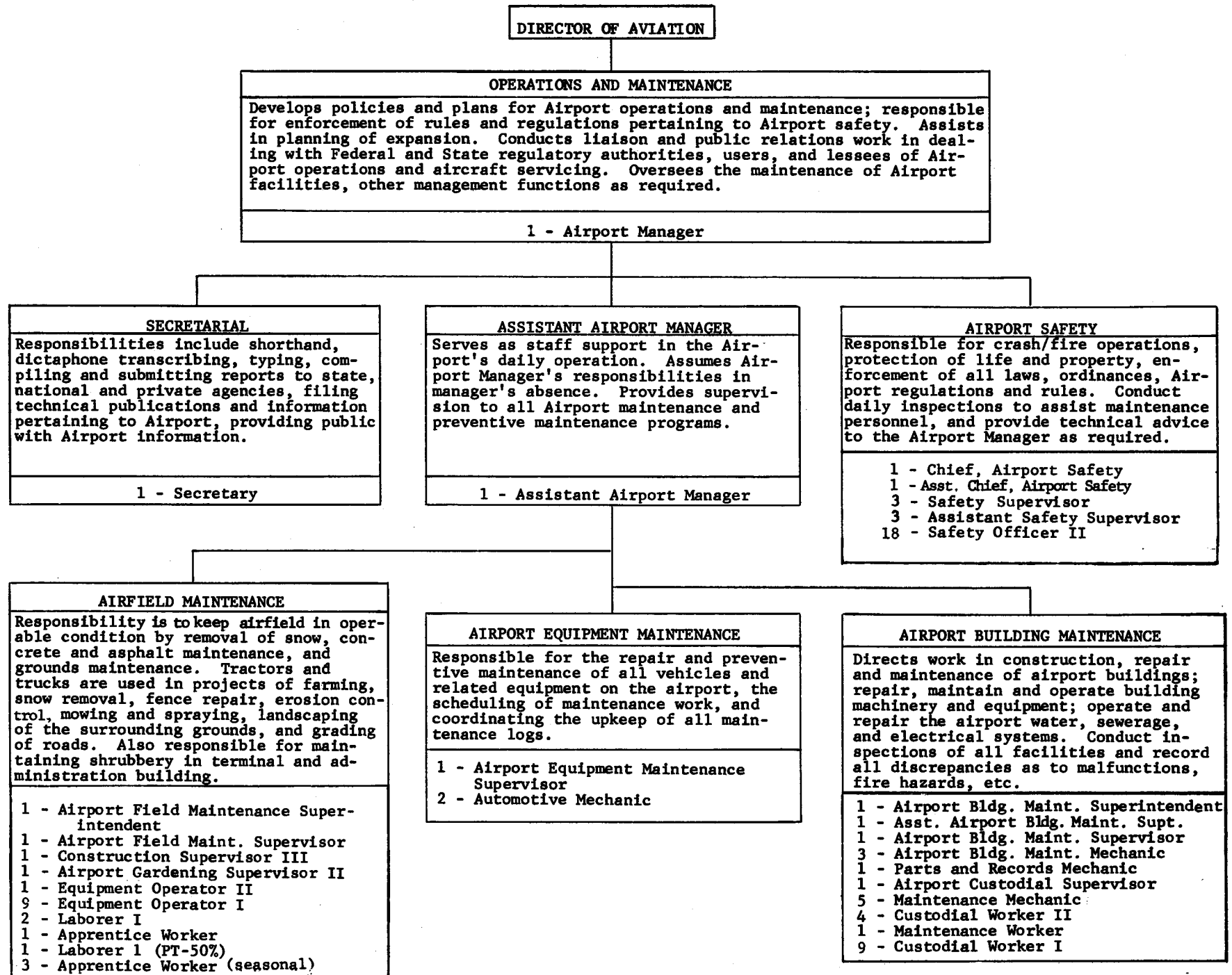


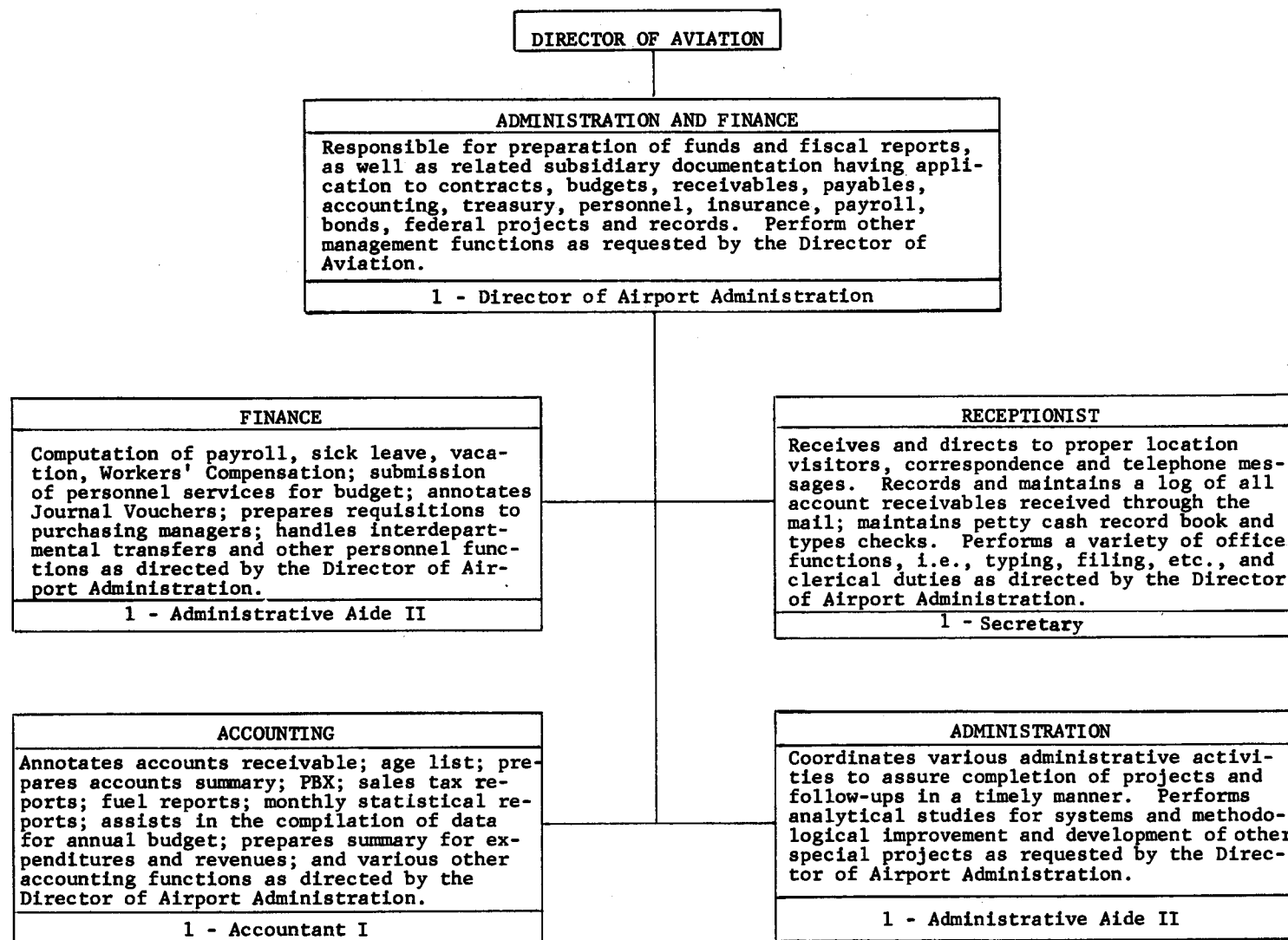


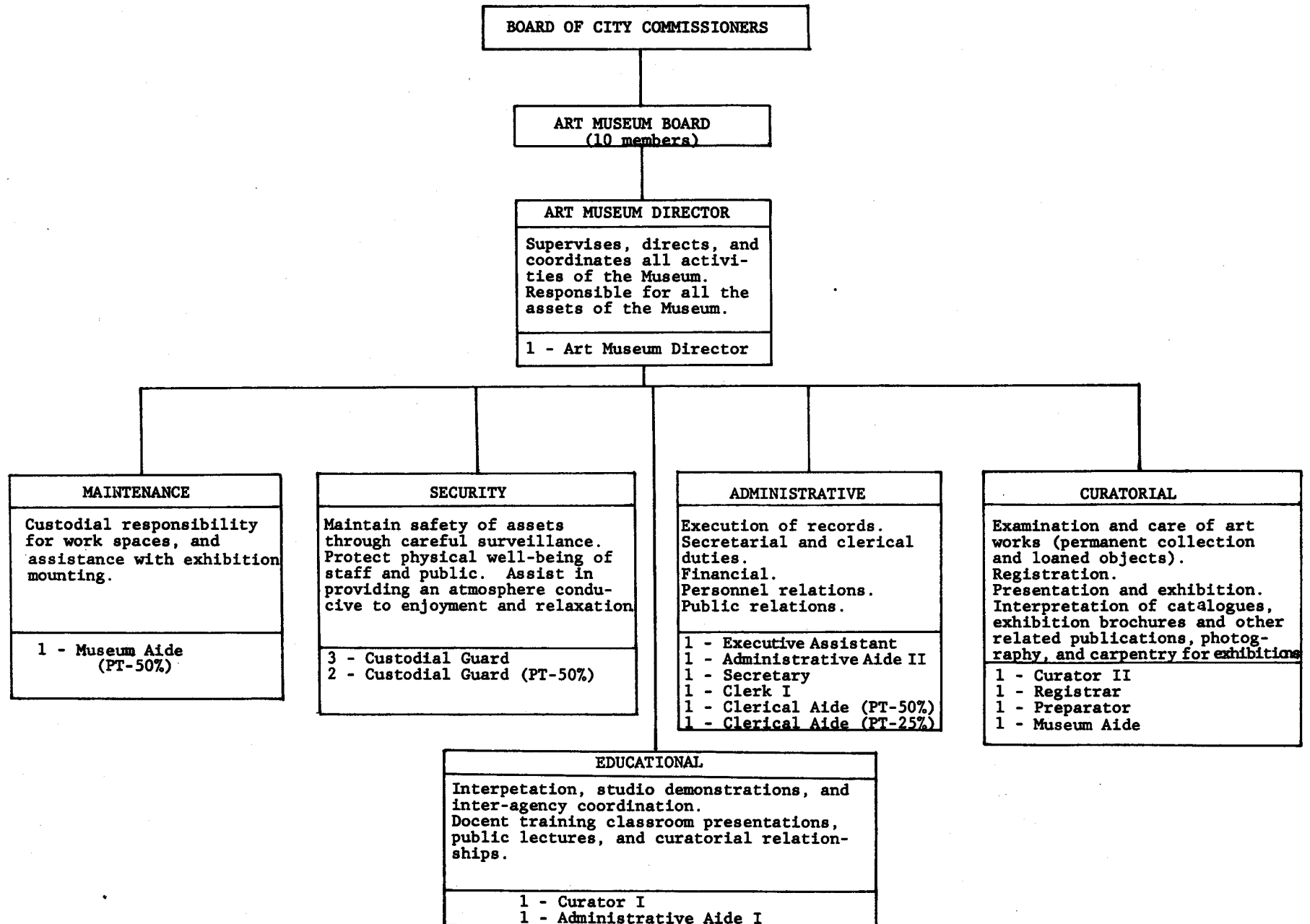




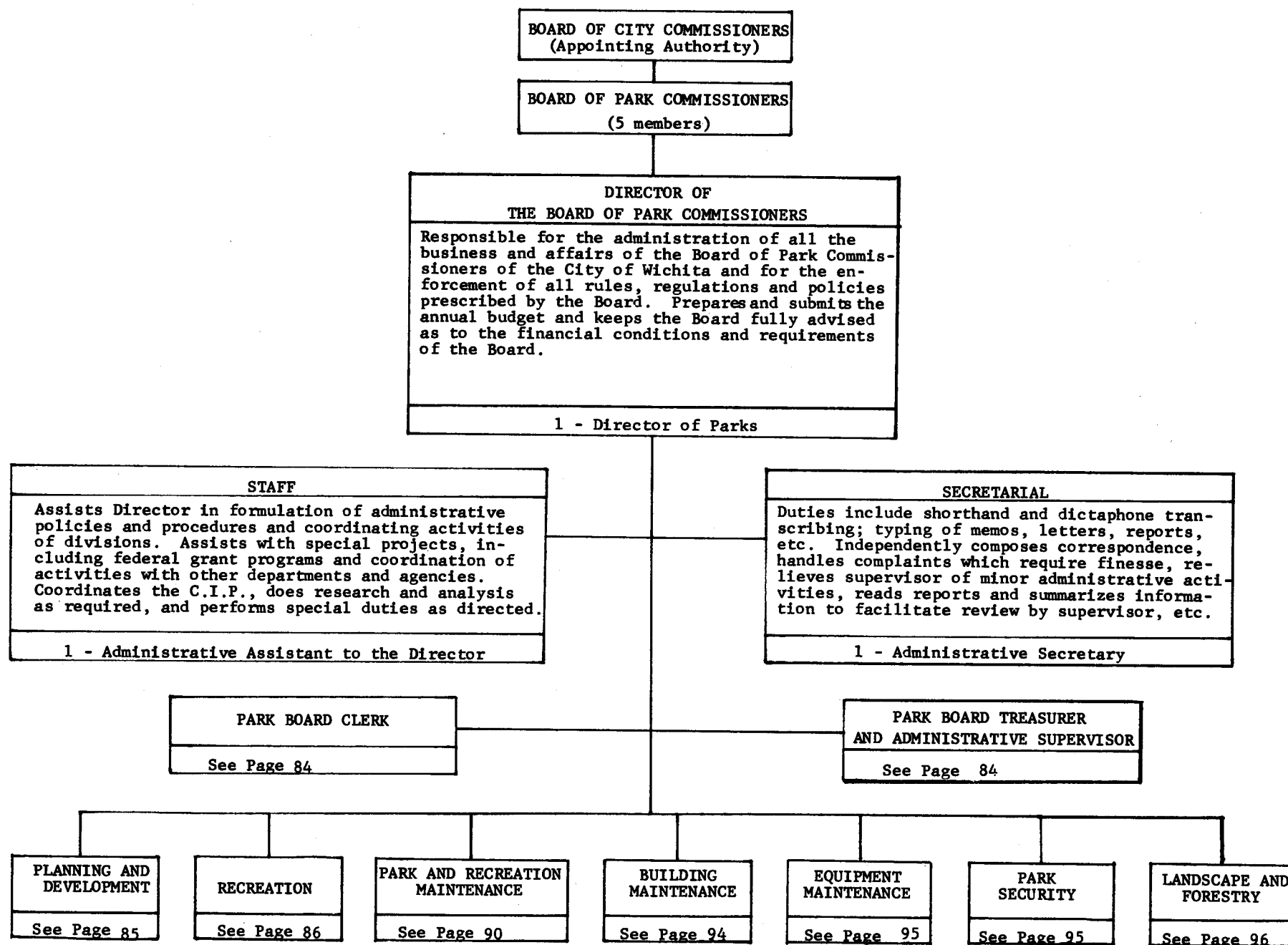












# DIRECTOR OF PARKS

## PARK BOARD CLERK

Recording Officer for Board, attends all regular meetings, prepares agenda for meetings, responsible for preparation of detailed minutes, responsible for preparation, filing, indexing of Park Board records; prepares drafts of agreements, contracts, leases for review by Director and Department of Law. Follow-up connected with work, particularly on agreements, contracts, leases with respect to record of expiration, option for renewal furnishing liability insurance coverage, performance bonds, etc., for presentation to the Board. Other duties are performed as may be required by Director and Park Board. Also assumes responsibility for compilation of data for Park Areas - Locations and Facilities Book, with revisions as necessary.

1 - Park Board Clerk

## SECRETARIAL

Acts as Receptionist for the Board of Park Commissioners. Answers all incoming calls for Administration Division and directs to proper person. Responsible for proper disposition and recording of all picnic permit requests received by mail or telephone, including preparation and mailing, inclusion on Summary Sheet, and notifying Supervisor when electricity or game equipment is required. Maintains long distance telephone call record, receives and identifies project bids for the Clerk, records house moving permits; and duplicates and distributes minutes and agendas of the Board of City Commissioners to Park Board personnel. Responsible for maintaining stationery and office supplies for stockroom. Types approved minutes of Board of Park Commissioners into permanent Record Book and maintains and types Annotation Book for Clerk. Miscellaneous typing and mimeographing.

1 - Secretary

## PARK BOARD TREASURER & ADMINISTRATIVE SUPERVISOR

Attends Board meetings, directs all accounting, payroll and fiscal activities; handles insurance matters, retires Golf Revenue Bonds as required, coordinates budget preparation, and provides financial statements to the Director and the Board of Park Commissioners

1 - Park Board Treasurer & Administrative Supervisor

## ACCOUNTING SUPERVISION

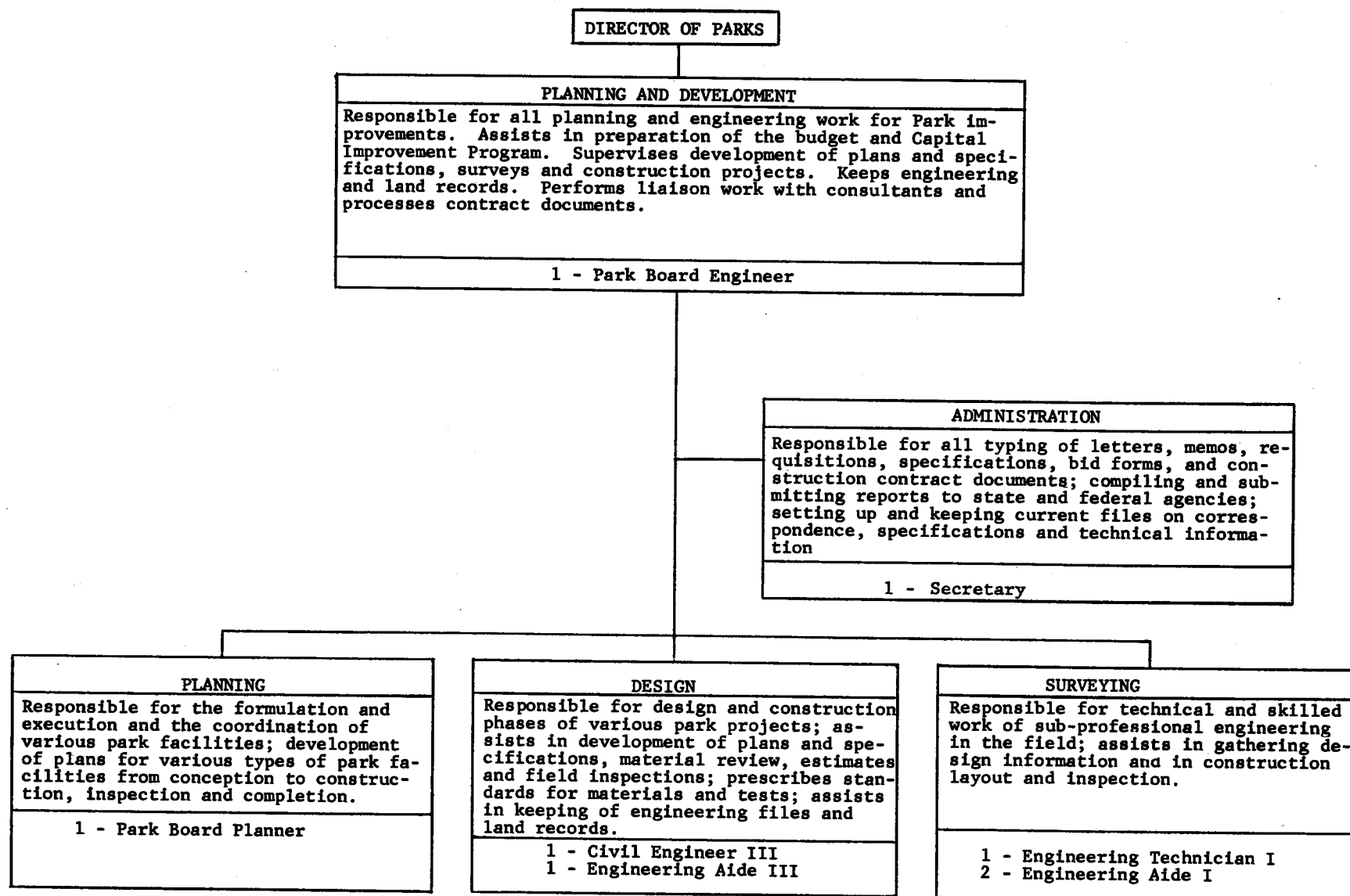
Supervises general accounting to meet time schedules as required, maintains files and reports on federal grants, maintains equipment and depreciation schedules, files monthly sales tax reports, assists in preparation of annual financial report and budget, and audits purchase requisitions.

1 - Accountant II

## ACCOUNTING

Checks and distributes payroll, maintains yearly work record for each employee, writes and audits requisitions, audits night deposits and prepares daily cash reports, maintains revenue ledger indicating activity and facility, maintains accounts payable files, makes journal vouchers and payment authorization vouchers, maintains equipment rental charges, and prepares monthly financial statement.

1 - Account Clerk II  
1 - Account Clerk I



DIRECTOR OF PARKS

RECREATION

Responsible for overall planning, promotion and direction of a diversified city-wide recreation program. Work includes the personnel planning evaluation of recreation activities in the light of community needs, interest and facilities, and the interpretation of policies. Makes arrangements for the use of public facilities under the control of agencies other than the Park Board, such as school and university buildings and grounds, and other buildings, etc. Assists organized groups in planning recreation activities involving the use of public recreation facilities. Organizes, directs, and supervises the activities and the use of public recreation facilities such as playgrounds, swimming pools, tennis courts, community centers, athletic fields, and other recreational facilities. Prepares correspondence and communications pertaining to the recreation division. Performs related work as required.

1 - Superintendent of Recreation

SECRETARIAL AND GENERAL OFFICE

Administrative Secretary - Duties including shorthand, answers phone, directs inquiries, receives visitors, answers oral and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, maintains records of personnel, financial, legal independently composes and types correspondence, applying knowledge of departmental operations and regulations, makes and verifies complex computations, handles and directs complaints which require finesse, relieves supervisor of minor administrative activities, performs related work as assigned.

Secretary - Duties including shorthand, answer phone, directs inquiries, receives visitors, answers oral and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, performs related work as assigned.

Clerk II - Duties including receptionist, answer phone, takes reservations, prepares reports as directed, filing, tabulating, assists in proofreading various written material, maintains files, correspondence, forms, reports and other material, operates all office machines, issue various types of permits and collects money, writes receipts and performs other work as required.

1 - Administrative Secretary  
1 - Secretary  
1 - Clerk II

EVERGREEN  
NEIGHBORHOOD  
FACILITIES CENTER

See Page 87

SUMMER PLAYGROUNDS  
SUMMER SPECIALISTS  
GOLDEN AGERS AND  
HANDICAPPED

See Page 87

BUILDING SUPERVISION  
ADULT ACTIVITIES  
PERFORMING ARTS

See Page 88

RECREATION CENTERS  
TARP  
TINY-TOTS

See Page 88

SPORTS PROGRAMS  
WINTER ACTIVITIES

See Page 89

SWIMMING POOLS  
WATSON PARK  
ARTS & CRAFTS  
CENTER

See Page 89

NOTE: The job titles of personnel for the various Recreation Programs that are Seasonal and Part-time are not the official City job titles, but instead are used to indicate what these employees actually do.

**SUPERINTENDENT OF RECREATION**

**EVERGREEN NEIGHBORHOOD FACILITIES CENTER**

Responsible for administering and overseeing all activities and functions at the Evergreen Neighborhood Facilities Center. Duties include record keeping, public relations, research to determine needs and evaluate program effectiveness, planning new programs to fill service gaps, inter-agency case conferences, neighborhood organization, and other administrative functions. Also, conducts in-service training programs and performs related work as required.

1 - General Recreation Supervisor

**SUMMER PLAYGROUNDS - SUMMER SPECIALIST PROGRAMS -  
GOLDEN AGERS - HANDICAPPED**

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs.

1 - General Recreation Supervisor

**EVERGREEN RECREATION CENTER**

Responsible for the effective direction of the recreation program of Evergreen Recreation Center, including the supervision of activities, as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interest, enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders, promoting the recreation program at the center, and performing related duties.

1 - Recreation Supervisor I  
10 - Program Leaders (Seasonal and PT)

**GOLDEN AGERS AND HANDICAPPED**

Supervisor of Golden Agers - These are part-time employees assigned to supervise Golden Age activities. Job duties include coordinating the functions of their particular Golden Age Club, submitting required reports, promoting the program, and other related duties.

Supervisor of Handicapped - Part-time employment dealing with the supervision and leadership of recreation programs for the handicapped. Job duties include planning and leading activities; promoting the program; submitting required reports; and other duties as assigned.

Supervisor of Retarded - Part-time employment dealing with supervision and leadership of recreation programs for the retarded. Job duties include planning and leading activities promoting the program, submitting required reports; and other related duties as assigned

3 - Supervisor of Golden Agers (PT)  
4 - Supervisor of Handicapped (PT)  
4 - Supervisor of Retarded (PT)

**SUMMER SPECIALIST AND SHOW WAGON**

Summer Specialist Program Supervisor - This is part-time seasonal work of an instructional nature. These employees plan and conduct classes in specific recreation activities. Submit necessary reports and performs other related duties as assigned.

Arts & Crafts Specialist Instructor - Part-time seasonal work involving planning and conducting classes in specific arts and crafts activities. Responsible for meeting the public; submitting necessary reports, such as attendance and damage reports; and performing related duties as assigned.

Show Wagon Supervisor - Responsible for planning and directing all Show Wagon production. Job duties include visiting each playground to aid playground leaders in preparing performance numbers, planning each production, submitting necessary reports and other related duties as assigned.

6 - Summer Specialist Program Supervisor (PT)  
4 - Arts and Crafts Specialist Instructor (PT)  
1 - Show Wagon Supervisor (PT)

**SUMMER PLAYGROUNDS**

Area Supervisor - This is seasonal (summer) work dealing with the supervision of summer playgrounds. Job duties include supervision of summer playgrounds within an assigned area of the city, and other related duties.

Summer Playground Leader - Seasonal (summer) work dealing with the actual leading of recreation activities at summer playgrounds. Job duties include organizing and supervising playground activities such as games, sports, crafts, and storytelling; submitting required reports, maintaining discipline and order on a playground, and other related duties.

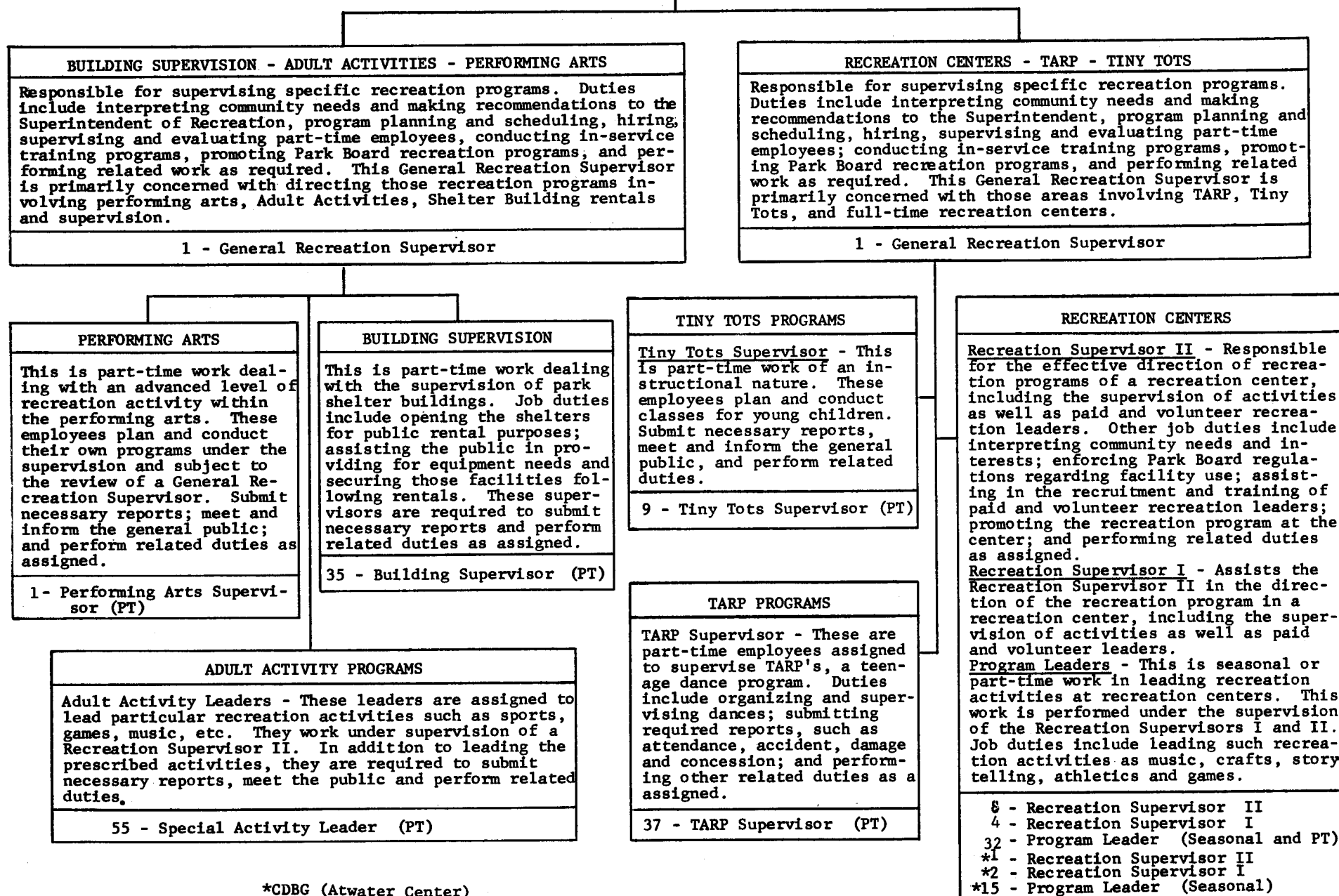
3 - Area Supervisor (seasonal)  
98 - Summer Playground Leader (Seasonal)

**PART-TIME CENTER ACTIVITIES**

Program Leaders - These are seasonal employees assigned to supervise and lead recreational activities such as sports, games, craft, music, dance, and others, and to perform other duties as assigned.

17 - Seasonal Part-Time

# SUPERINTENDENT OF RECREATION



\*CDBG (Atwater Center)

# SUPERINTENDENT OF RECREATION

## SPORTS PROGRAMS (FULL & PART-TIME) - WINTER ACTIVITIES

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This supervisor is primarily concerned with directing those recreation programs involving sports programs and winter activities.

1 - General Recreation Supervisor

## SWIMMING POOLS - WATSON PARK - ARTS & CRAFTS CENTER - EQUIPMENT REPAIR

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board Recreation programs, and performing related work as required.

1 - General Recreation Supervisor

### SPORT ACTIVITIES

Program Leaders - These are seasonal or part-time employees who lead a sports program at a playground or center. Duties include organizing teams, conducting practices, accompanying the teams to athletic contests, and maintaining assigned athletic equipment.

Sports Instructors - Seasonal, part-time employees give instruction in specific recreational sports activities (tennis, golf, etc.)

Attendants - Part-time seasonal employees who sell concessions; umpire; and keep records.

65- Program Leader (Seasonal and PT)

8- Sports Instructor (PT)

22- Attendant (Seasonal)

### SPORTS SUPERVISION

Part-Time Sports Supervisor - Seasonal, part-time workers supervise individual sports programs, such as summer softball leagues or winter basketball leagues. The assign officials schedule games, enforce Park Board policies, submit necessary reports, perform related duties.

Stadium Manager - Sports Supervisor

Seasonal, part-time employees deal with supervision of sports activities at a particular recreation facility, such as a ball park. They unlock and lock the facility, ready the facility for use, hire and pay ball shaggers, supervise ticket sales, etc.

5 - Sports Supervisor (Seasonal PT)

5 - Stadium Manager - Sports Supervisor (Seasonal)

### WATSON PARK

Direct recreation program and maintenance of Watson Park including supervision of activities and employees. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of rangers and attendants, related duties as required.

1 - Watson Park Manager

1 - Watson Park Asst. Manager

1 - Recreation Supervisor I

4 - Ranger (PT)

16 - Attendant (Seasonal-PT)

2 - Apprentice Worker (PT)

### SWIMMING POOLS

Swimming Pool Supervisor & Manager Seasonal (summer) employees responsible for the total operation of a pool or group of pools. Supervise subordinate employees, enforce Park Board policies, meet the public to answer questions, supervise physical management of the pool, submit required reports, perform related duties.

Instructors - Life Guards - Seasonal (summer) employees assigned to particular swimming pools.

They supervise the pool area, administer first aid, clean and maintain facilities, enforce Park Board policies, give instructions in swimming and lifesaving and perform related duties as assigned by the pool manager or supervisor. Attendants - These are seasonal employees (summer) who attend the basket room, sell tickets and concessions, serve in a public relations capacity by meeting the public, listen to complaints and praises, assist in the maintenance of the facility and perform a variety of related duties as assigned by the pool manager or supervisor.

12 - Swimming Pool Supervisor and Manager (Seasonal)

100 - Instructor - Life Guard (Seasonal)

### WINTER ACTIVITIES

Part-time seasonal work dealing with the supervision of iceskating and sledding activities. Supervisors ensure safe conditions for these winter activities.

4 - Winter Activity Supr. (Seasonal)

### ARTS & CRAFTS CENTER

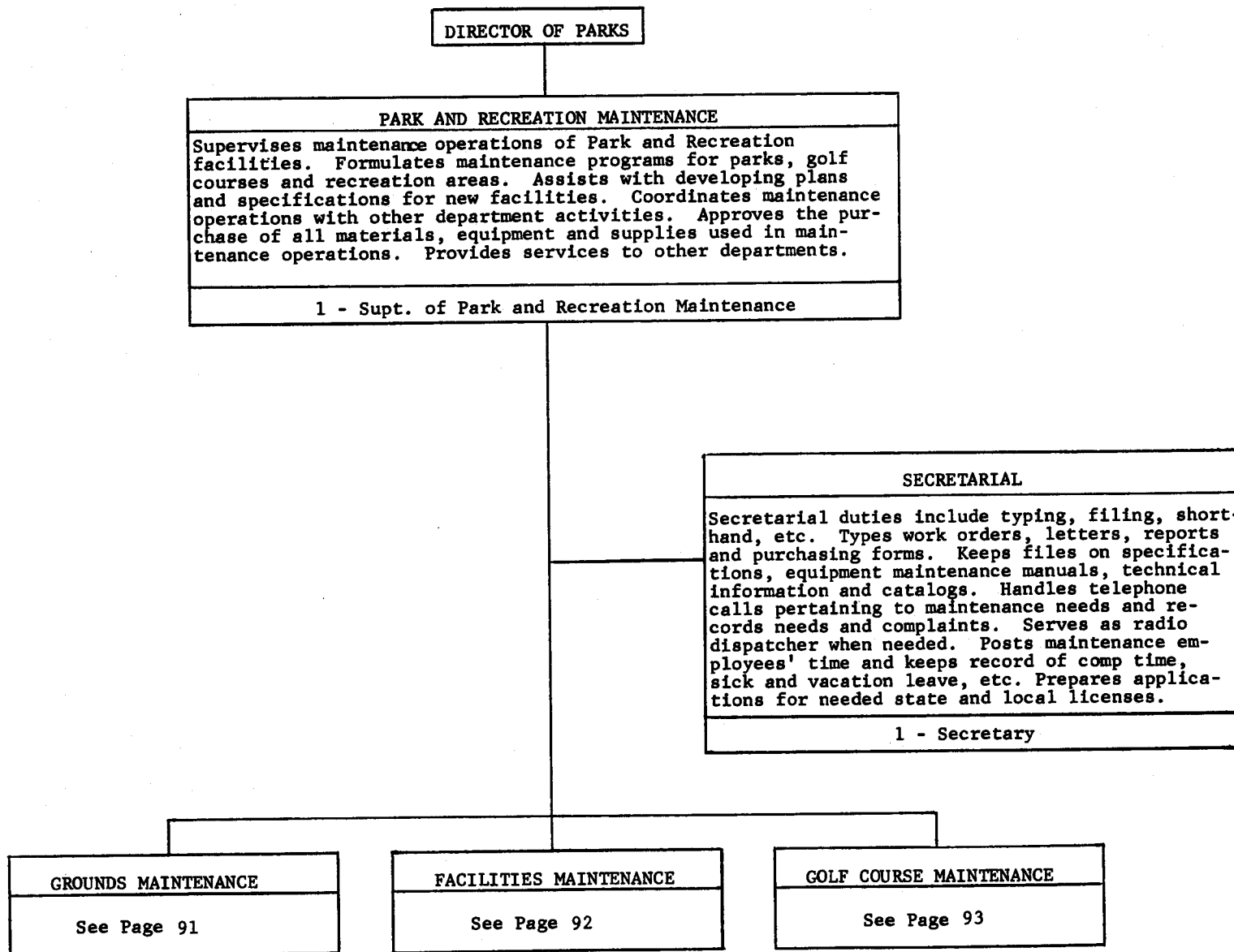
Direct recreation program of an Arts & Crafts Center, supervise activities and paid and volunteer recreation leaders. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of paid and volunteer recreation leaders, promote the recreation program at the Arts & Crafts Center, perform related duties.

1 - Recreation Supervisor II

1 - Recreation Supervisor I

12 - Instructor (PT)

1 - Equipment Repair Supr. (PT)



**SUPT. OF PARK & RECREATION MAINTENANCE**

**GROUNDS MAINTENANCE**

Responsible for the execution of maintenance programs pertaining to park properties. Aids in the procurement of materials, equipment and supplies used by subordinates. Supervises and coordinates the activities of grounds maintenance crews. Initiates work assignments and inspects progress. Coordinates activities with other departments and division activities. Keeps records and make reports. Inspects park properties for maintenance needs. Formulates training programs for subordinates.

1 - Grounds Maintenance Supervisor III

**REGIONAL MAINTENANCE SUPERVISORS**

Supervises a crew of skilled and unskilled labor in maintenance of assigned locations. Responsibilities include but are not limited to lawn establishment, irrigation, fertilization, mowing, trimming, weed control and other related maintenance activities. Schedules and inspects work of subordinates.

9 - Grounds Maintenance Supervisor II  
1 - Gardening Supervisor II

**9 REGIONAL MAINTENANCE CREWS**

Equipment Operator I - Operates trucks, tractors, mowers and other special equipment as assigned, performs manual work as required.  
Maintenance Worker - Executes semi-skilled work in the maintenance of grounds and facilities - may be required to supervise.

Laborer I & Park Gardener II - Performs semi-skilled and unskilled manual work in ground maintenance. Operates motorized mowing machines and related hand tools.

11 - Equipment Operator I  
7 - Maintenance Worker  
2 - Park Gardener II  
11 - Laborer I  
26 - Apprentice Worker (Seasonal)

**SANITATION CREWS**

Responsible for refuse collection and restroom maintenance. Assigned personnel execute semi-skilled work related to refuse collection and restroom maintenance. Crews will maintain a scheduled route of collection and maintenance. Operation of trash trucks, dump trucks and other related equipment as assigned.

2 - Equipment Operator II  
1 - Equipment Operator I  
2 - Maintenance Worker  
2 - Apprentice Worker (Seasonal)

**EQUIPMENT REPAIR**

Responsible for maintaining non-vehicular motorized equipment. Inspects, diagnoses and executes skilled work in repairing and overhauling equipment. Keeps inventory and repair records.

1 - Maintenance Mechanic  
1 - Apprentice Worker (Seasonal)

**SUPT. OF PARK & RECREATION MAINTENANCE**

**FACILITIES MAINTENANCE**

**PLUMBING**

Performs maintenance and repairs of plumbing, irrigation, recirculation systems related equipment. Makes new installations of irrigation systems, drain lines, etc.

- 1 - Plumbing Maint. Supervisor
- 1 - Maintenance Mechanic
- 1 - Maintenance Worker
- 1 - Laborer I
- 1 - Apprentice Worker (Seasonal)

**CONSTRUCTION CREW**

Responsible for the installation of new facilities, systems apparatus and structures unique to park development. Prepares development sites by clearing and grading. Maintains paved and unpaved boulevards and parking lots. Accomplishes other repairs as assigned.

- 1 - Construction Supervisor III
- 1 - Labor Supervisor I
- 2 - Equipment Operator II
- 2 - Equipment Operator I

**STRUCTURAL MAINTENANCE**

Responsible for the construction and repair of structures and equipment. Replaces window glass, light bulbs, light refractors and repairs light controllers. Paints swimming pools, fountains picnic tables, etc.

- 1 - Structural Maint. Supervisor
- 1 - Maintenance Worker
- 1 - Apprentice Worker (Seasonal)
- 1 - Laborer I

**ATHLETIC & PLAY AREA**

Responsible for the maintenance of athletic grounds, courts, playgrounds and the facilities and equipment located therein. Prepares areas for scheduled events by leveling and marking boundaries and setting up necessary equipment. Delivers chemicals and supplies to swimming pools.

- 1 - Athletic & Play Area Supervisor

**ATHLETIC & PLAY AREA CREW**

Equipment Operator I - Responsible for operation of athletic field equipment.

Maint. Worker - Performs semi-skilled and unskilled work and operates light equipment in the maintenance of athletic facilities.

Laborer I - Performs semi-skilled and unskilled manual work in the preparation and maintenance of athletic facilities.

- 1 - Equipment Operator I
- 2 - Maintenance Worker
- 1 - Laborer I
- 9 - Apprentice Worker (Seasonal)

**RECREATION FACILITIES MAINTENANCE**

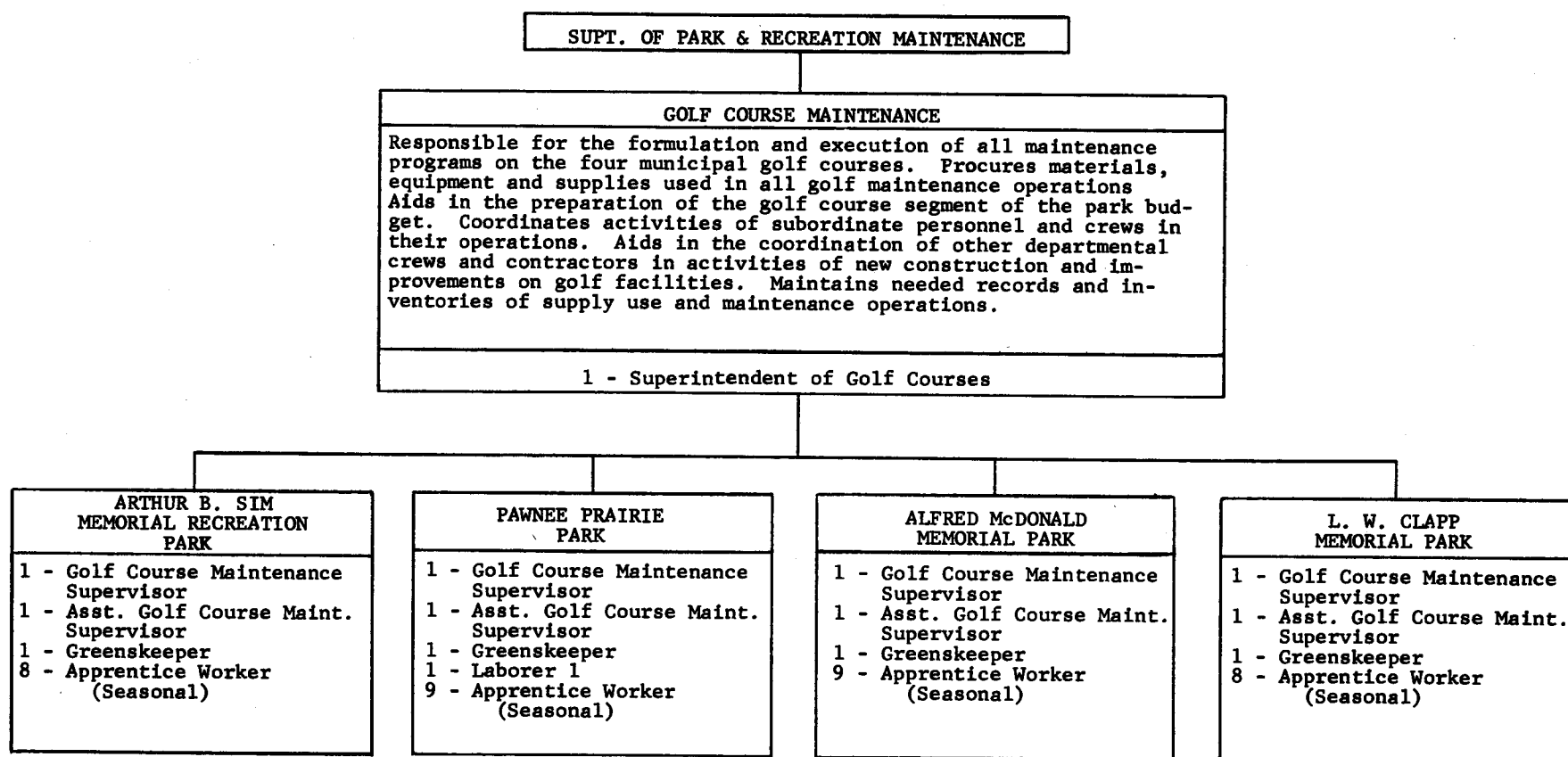
Animal Control Officer - Responsible for the display, care and feeding of live animal exhibits.

Maintenance Worker - Performs semi-skilled maintenance tasks in the care of tennis center facilities and grounds.

Laborer I - Performs unskilled maintenance tasks in the care of recreation facilities.

- 1 - Animal Control Officer I
- 1 - Maintenance Worker (Tennis Center)
- 1 - Laborer I (Watson Park)

- 1 - Maintenance Worker



NOTE: This Organization Chart shows normal personnel assignments. Personnel may be interchanged among the various golf courses as the need arises.

DIRECTOR OF PARKS

BUILDING MAINTENANCE

Supervises work in the construction, repair and maintenance of Park buildings; the repair, maintenance, and operation of building machinery and equipment. Uses independent judgment in planning, remodeling and repair projects. Plans work schedules, assigns and supervises the work of the Carpenter Crew, Paint Crew, and other Maintenance Mechanics. Assists with developing plans and specifications for new facilities.

1 - Superintendent of Building Maintenance

CONSTRUCTION

Supervises and participates in maintenance and repair of various park structures and participates in the construction of park projects with particular emphasis on building maintenance. Supervises the work of the Carpenter Crew and is responsible for work programs, schedules and location of the crew at all times. Supervises and operates the carpenter shop.

1 - Construction Supervisor III

PAINTING

Supervises and participates in painting and maintenance of park buildings, structures and fixtures. Supervises the work of the Paint Crew and personally performs a variety of painting tasks. Selects painting materials, requirements and methods of preparation; organizes work schedules; assigns work duties to employees maintaining standards of performance and quality control.

1 - Painter Supervisor

CUSTODIAL

Responsible for the cleaning and small repair maintenance of all park recreation centers and buildings. Supervises the activities of custodians assigned to buildings and unskilled seasonal personnel as assigned. Orders and arranges for the delivery of supplies. Coordinates custodial activities between personnel for best utilization of equipment.

2 - Custodial Supervisor

CARPENTER CREW

Perform skilled and semi-skilled work in assisting Construction Supervisor with maintenance, repair and construction of park projects with particular emphasis on building maintenance.

2 - Maintenance Mechanic  
4 - Maintenance Worker  
1 - Laborer I

PAINT CREW

Perform skilled and semi-skilled work in assisting Painter Supervisor in painting and maintenance of park buildings, structures and fixtures.

1 - Maintenance Mechanic  
1 - Painter

CUSTODIANS

Perform skilled and unskilled manual tasks related to the cleaning maintenance of buildings. Operate floor machines, vacuums, scrubbers and other related equipment. Collects and removes trash and debris from buildings and surrounding grounds. Makes physical sets of chairs, tables and other equipment for building rentals. Reports repair needs as found.

8 - Custodial Worker II

\*1 - Custodial Worker II (Atwater Center)  
\*1 - Custodial Worker I "

ELECTRICAL

Performs skilled work in the maintenance, repair, operation, and installation of varied electrical and mechanical equipment. Uses skill and mechanical ability in the maintenance and repair of electric water well pumps, motors, chemical feeding machines, meters, switches, regulators and other powered machinery and equipment. May also perform other related building and mechanical repair duties and operate equipment.

1 - Electrical Technician  
1 - Maintenance Mechanic

HEATING AND AIR CONDITIONING

Performs technical work related to maintenance of various types of heating and air conditioning equipment. Reviews sketches, plans, blueprints, specifications and shop drawings of newly installed equipment and keeps maintenance records on all equipment in park facilities. Coordinates electrical and other maintenance work as required in maintaining heating and air conditioning units.

1 - Heating & Air Conditioning Mechanic  
1 - Maintenance Mechanic

DIRECTOR OF PARKS

EQUIPMENT MAINTENANCE

Supervises, directs and coordinates mechanical maintenance operations; the repair, maintenance, operation and service of automotive, heavy duty and auxiliary equipment.

1 - Supt. of Equipment Maintenance

EQUIPMENT REPAIR

Chief Mechanic - Responsible for operations of the equipment repair shop. Supervises skilled and unskilled personnel in mechanic tasks. Makes work assignments and schedules personnel and equipment for service. Operates equipment repair tools and makes repairs to all park equipment as needed. Keeps records on repairs.

Automotive Mechanic - Performs skilled and semi-skilled work including some supervisory duties in general repair and maintenance of equipment.

Automotive Mechanic Helper - Performs semi-skilled work in repair and maintenance of equipment as assigned by the Chief Mechanic.

1 - Chief Mechanic  
2 - Automotive Mechanic  
1 - Automotive Mechanic Helper

PARK SECURITY

Park Security Supervisor - Supervises the daily shift operations providing general guidance to Park Security Officers. Interprets and enforces Park Ordinances and other City Ordinances, rules and regulations and takes such action as is necessary to effect safety for park patrons and protection of park properties.

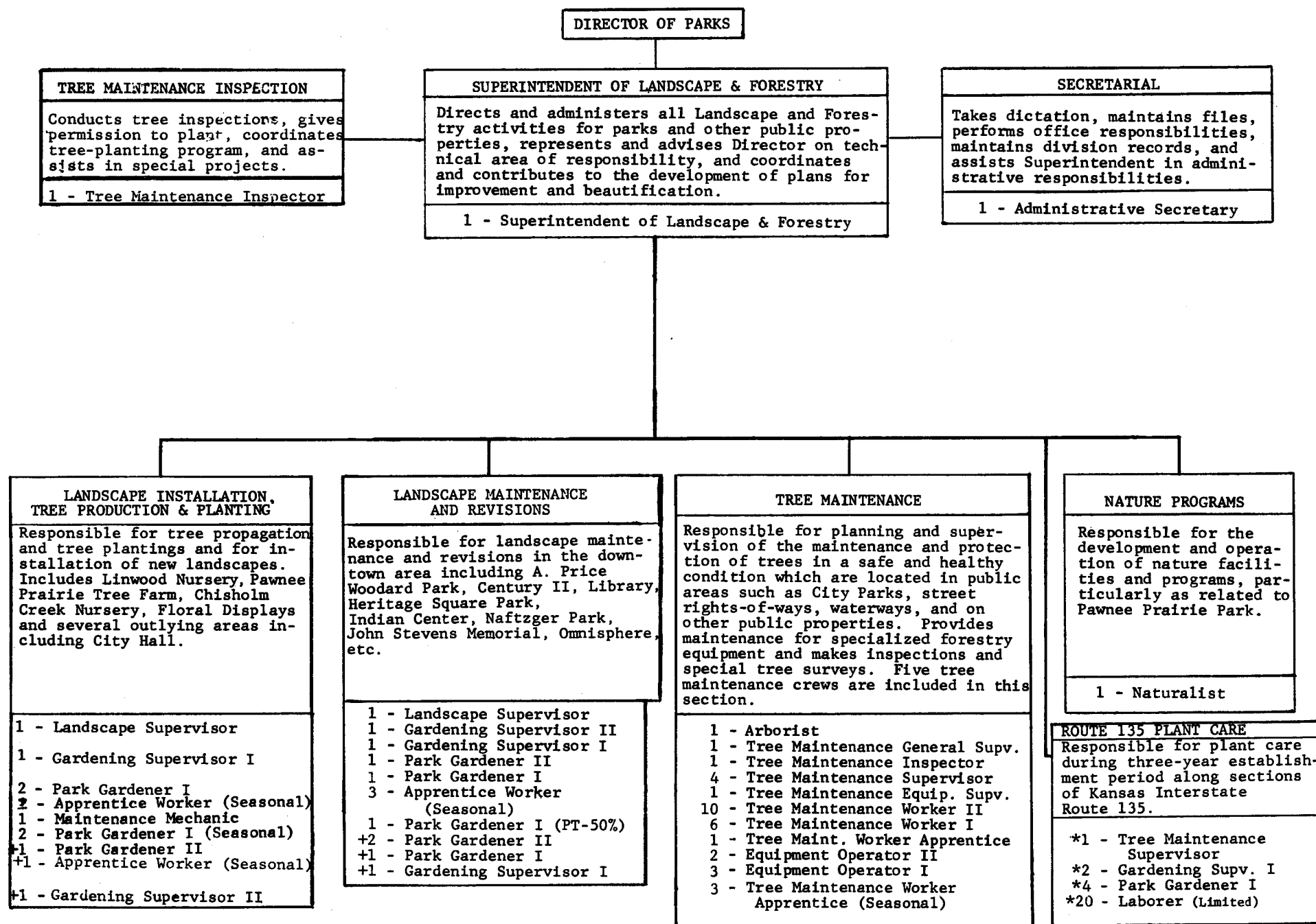
Park Security Officer - Responsible for the enforcement of Park Ordinances and other City Ordinances pertaining to park properties. Provide surveillance of properties and facilities and protection for park patrons in the proper use of park facilities. Perform services in mail and money collection. Make reports on accidents, vandalism, theft, assaults, property damage and misdemeanors occurring on park properties. Make arrests when needed and appear as witnesses in court hearings. Provide reports to maintenance personnel concerning needs for repairs to facilities. Control boating and other operations on designated areas of the rivers.

1 - Park Security Supervisor  
11 - Park Security Officer

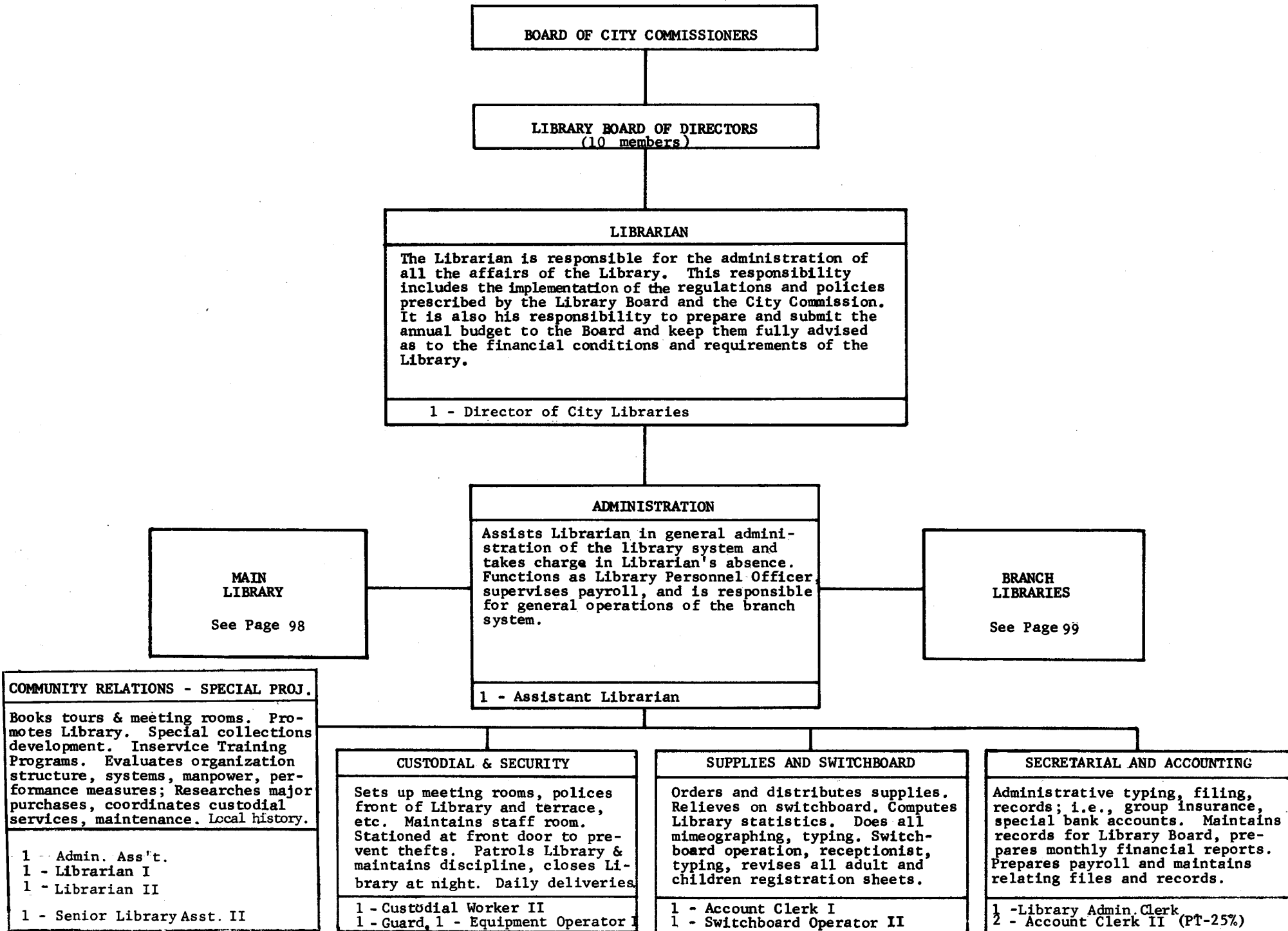
MACHINE SHOP

Performs skilled tasks in the mechanics trade. Operates lathes, welder, torches, drill presses, and other related equipment. Builds jigs for and fabricates specialized equipment used in parks. Fabricates repair parts for and makes needed repairs on equipment. Supervises unskilled personnel when assigned.

1 - Machinist Mechanic



\*State Contract - DOT  
+Reimbursable



## ASSISTANT LIBRARIAN

## TECHNICAL SERVICES DIVISION

Receives all mail. Orders and receives books, films, recordings, framed pictures. Checks billing. Processes materials for loan and reference use. Compiles card catalog and inventory. Repairs books. Sends books to bindery.

- 1 - Librarian III
- 1 - Librarian IV
- 2 - Librarian II
- 1 - Librarian I
- 1 - Account Clerk II
- 1 - Typist Clerk
- 1 - Account Clerk I (PT-50%)
- 2 - Clerk I
- 3 - Sr. Library Asst. I
- 2 - Jr. Library Asst.
- 1 - Sr. Library Asst. IV
- 2 - Sr. Library Asst. III

## ART AND MUSIC DIVISION

Acquires and makes available to persons books on art, music and related fields, framed pictures, phonograph recordings and vertical file. Assists in exhibits. Responsible for earphones, tape recorders, record players.

- 1 - Librarian IV
- 1 - Librarian III
- 1 - Librarian II
- 2 - Sr. Library Asst. III
- 1 - Clerk I (PT-50%)
- 1 - Librarian I
- 1 - Clerical Aide (PT-50%)
- 1 - Sr. Library Asst. II (PT-50%)

## BUSINESS &amp; TECHNOLOGY DIVISION

Specialized reference division for business and technical materials. Does special reference work, loans books and materials, maintains special services such as finance and tax tables, motor repair manuals, company reports, geodetic maps. Has nationwide directory service, Also radio and TV repair diagrams.

- 1 - Librarian IV
- 1 - Librarian III
- 1 - Librarian I
- 2 - Senior Library Asst. III
- 2 - Clerk I
- 1 - Clerk I (PT-50%)

## CIRCULATION DIVISION

Loaning and returning of library materials. Registering new patrons. Readers Aid. Sending Books on Kansas Information Circuit (KIC). Branch reserves and deliveries. Bills patrons for overdue items.

- 1 - Librarian IV
- 1 - Librarian II
- 1 - Senior Library Asst. II
- 3 - Sr. Library Asst. I
- 3 - Clerk I
- 4 - Clerk I (PT-50%)
- 6 - Clerical Aide (PT-50%)
- 1 - Sr. Library Asst. IV
- 2 - Jr. Library Asst. (PT-50%)
- 2 - Jr. Library Asst.

## CHILDREN'S DIVISION

Selects all juvenile materials, holds classes, story hours, book reviews, has summer reading club, maintains display cases, works with schools, PTA, etc., gives talks, conducts tours, Area is pre-school to 7th grade. Responsibility includes children's books in "storage" that are used for summer programs; in helping the collection of newly established branches, etc..

- 1 - Librarian IV
- 1 - Librarian I
- 1 - Sr. Library Asst. I
- 1 - Sr. Library Asst. II
- 1 - Clerical Aide (PT-50%)

## FILM SECTION

Responsible for the ordering maintenance and loaning of film to Wichita and a 14-county area in South Central Kansas and is the film center for the State. Also responsible for projectors and conducting film shows for public.

- \*1 - Librarian III
- 1 - Sr. Library Asst. I

## GENERAL REFERENCE DIVISION

Maintains current list of serials and college catalogs. Checks in newspapers and magazines. Maintains newspaper clipping files on Kansas and Wichita. Orders and circulates pamphlet material and duplicate magazines and assists patrons in locating information in books and magazines. Orders and maintains microfilmed newspaper file.

- 1 - Librarian IV
- 1 - Librarian III
- 2 - Librarian II
- 1 - Librarian I
- 4 - Sr. Lib. Asst. III
- 4 - Clerical Aide (PT-50%)
- 2 - Clerk I (PT-50%)

## TALKING BOOKS SECTION

This function is funded through the Library of Congress to serve blind, physically and mentally handicapped persons in the City of Wichita and Sedgwick County and the Southeast County Library System

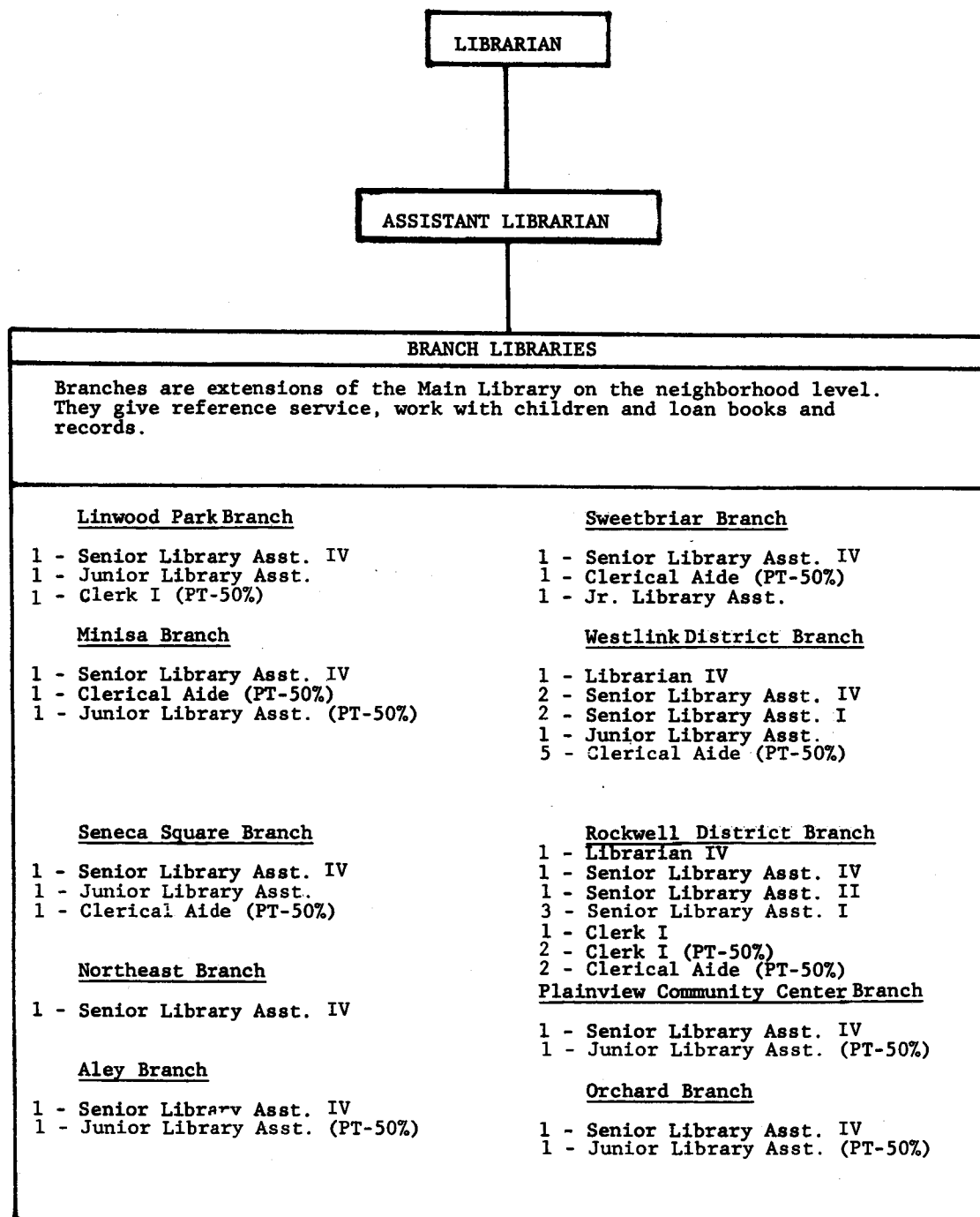
- \*1 - Sr. Library Asst. IV
- \*1 - Clerk I
- \*1 - Clerk I (PT-50%)

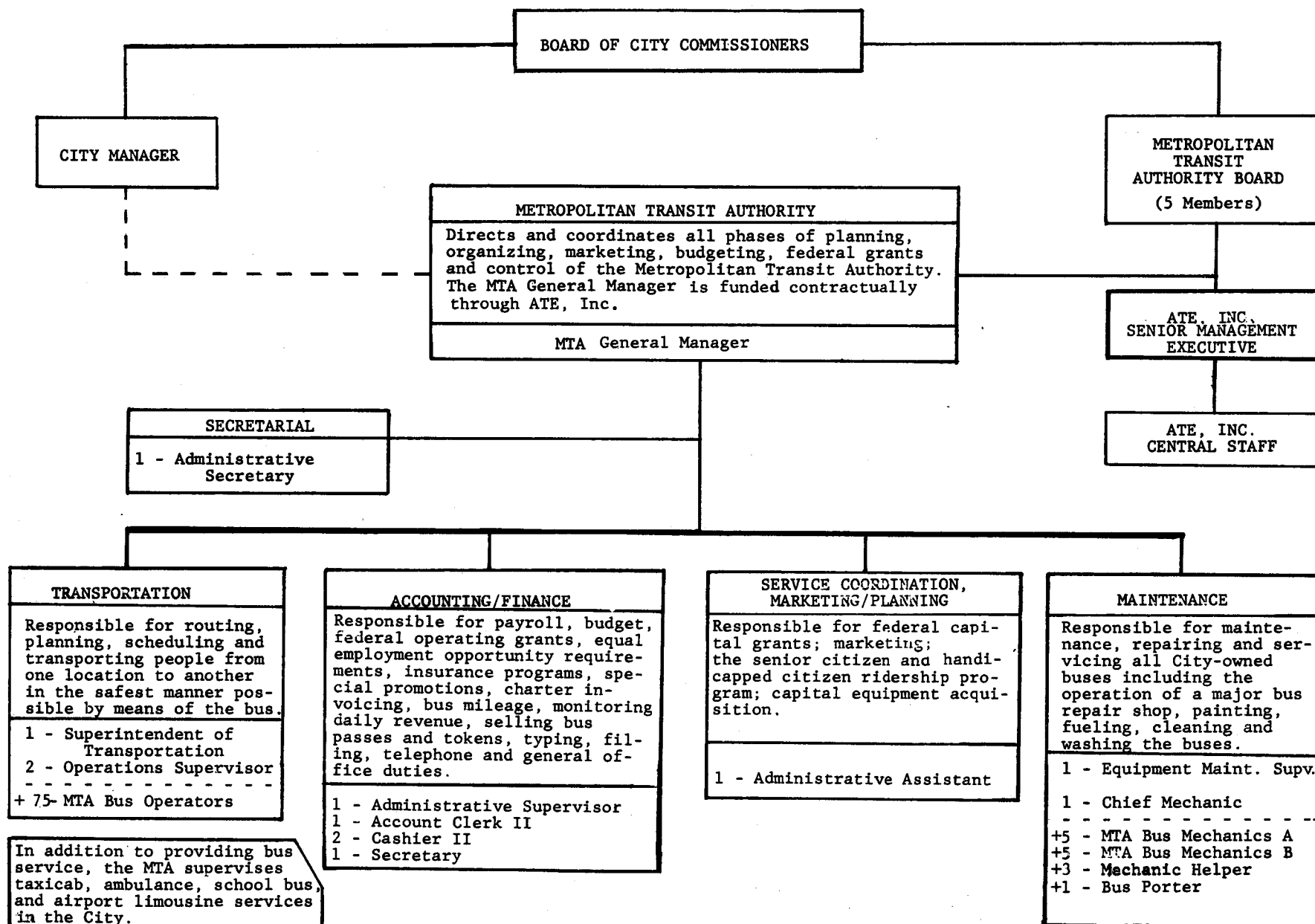
## SPECIAL COLLECTION SECTION

Gives reference service for the Genalogy, Kansas, and Piracy collections. Books and microfilm. Maintains two Recordak Film Readers and one 3-M Reader-Printer.

- 1 - Sr. Library Assistant II

\*Federal and State Aid





+These 89 positions are represented by the Teamsters Union and are not classified as regular City of Wichita employees.

